



# INTERIOR ENVIRONMENTS PARKING EXPANSION JSP18-51

**Interior Environments Parking Expansion JSP18-51**

Public hearing at the request of Interior Environments for approval of Preliminary Site Plan, Wetland Permit and Stormwater Management Plan. The subject property is located in Section 17 north of Grand River Avenue, south of Twelve Mile Road, and east of Wixom Road, and is zoned B-3, General Business. The applicant is proposing to expand the parking lot for an additional 20 spaces, which includes modifications to the existing stormwater detention basin.

**Required Action**

Approval/denial of the Preliminary Site Plan, Wetland Permit and Stormwater Management Plan

REVIEW	RESULT	DATE	COMMENTS
Planning	Conditional Approval recommended	1-25-19	<ul style="list-style-type: none"> <li>• <b>Zoning Board of Appeals variance for parking spaces within the 20 foot setback on both Grand River Avenue and Twelve Mile Road</b></li> <li>• Items to be addressed on the Final Site Plan submittal</li> </ul>
Engineering	Conditional Approval recommended	1-14-19	<ul style="list-style-type: none"> <li>• <b>Letter of approval from Road Commission for Oakland County for encroachment into the Twelve Mile Road ROW</b></li> <li>• Items to be addressed on the Final Site Plan submittal</li> </ul>
Landscaping	Approval Not recommended	12-26-19	<ul style="list-style-type: none"> <li>• <b>No greenbelt provided along Twelve Mile Road. <i>Not supported by staff.</i></b></li> <li>• <b>Less than required greenbelt depth provided along Grand River Ave. <i>Not supported by staff.</i></b></li> <li>• <b>No greenbelt berms provided along Grand River and Twelve Mile road. <i>Supported by staff as acceptable substitutes are proposed.</i></b></li> <li>• <b>No street trees provided along Grand River Ave. <i>Supported by staff due to conflict with existing utilities.</i></b></li> <li>• <b>No street trees provided along Twelve Mile Road. <i>Not supported by staff.</i></b></li> <li>• <b>No greenbelt subcanopy trees provided along Twelve Mile Road. <i>Supported by staff.</i></b></li> <li>• <b>4 fewer interior parking lot trees provided than required. <i>Not</i></b></li> </ul>

			<p><i>supported by staff.</i></p> <ul style="list-style-type: none"> <li>• Insufficient interior parking lot landscape area provided. <i>Not supported by staff.</i></li> <li>• Lack of endcap landscape tree for 1 bay. <i>Not supported by staff.</i></li> <li>• Parking bay greater than 15 spaces (19 spaces). <i>Not supported by staff.</i></li> <li>• Items to be addressed on the Final Site Plan submittal</li> </ul>
Wetlands	Approval recommended	1-9-19	<ul style="list-style-type: none"> <li>• <b>Wetland/Watercourse Permit</b></li> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Traffic	Approval recommended	1-15-19	<ul style="list-style-type: none"> <li>• <b>Zoning Board of appeals variance for end islands less than 3 feet shorter than adjacent parking space due to the presence of an existing light pole</b></li> <li>• <b>Planning Commission waiver for a parking bay in excess of the maximum 15 spaces</b></li> <li>• Items to be addressed on the Final Site Plan</li> </ul>
Fire	Approval recommended	12-18-19	No items need to be addressed

**MOTION SHEET**

**Approval – Preliminary Site Plan**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **approve** the Preliminary Site Plan based on and subject to the following:

- a. Zoning Board of Appeals variances for parking spaces located within the required 20 foot parking setback along Grand River Avenue and Twelve Mile Road;
- b. Zoning Board of appeals variance for end island less than 3 feet shorter than adjacent parking space due to the presence of an existing light pole;
- c. Planning Commission waiver for a parking bay in excess of the maximum 15 spaces (19 proposed);
- d. Waiver of the greenbelt berms along Grand River and Twelve Mile Road, *as acceptable substitutes are proposed;*
- e. Waiver of the street trees provided along Grand River Avenue, *due to conflict with existing utilities;*
- f. Waiver of greenbelt subcanopy trees along Twelve Mile Road;
- g. Applicant to provide letter of approval from the Road Commission for Oakland County for encroachment into the Twelve Mile right-of-way;
- h. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and the items listed in those letters being addressed on the Final Site Plan; and
- i. *(additional conditions here if any)*

*(This motion is made because the plan is otherwise in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

**-AND-**

**Approval – Wetland Permit**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **approve** the Wetland Permit based on and subject to the following:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

*(This motion is made because the plan is otherwise in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

- AND -

**Approval – Stormwater Management Plan**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **approve** the Stormwater Management Plan, subject to:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

*(This motion is made because the plan is otherwise in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

- OR -

**Denial – Preliminary Site Plan**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **deny** the Preliminary Site Plan ... *(because the plan is not in compliance with Article 3, Article 4, and Article 5 of the Zoning Ordinance and all other applicable provisions of the Ordinance.)*

-AND-

**Denial – Wetland Permit**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **deny** the Wetland Permit based on and subject to the following:

- a. The findings of compliance with Ordinance standards in the staff and consultant review letters, and the conditions and items listed in those letters being addressed on the Final Site Plan; and
- b. *(additional conditions here if any)*

*(This motion is made because the plan is otherwise in compliance with Chapter 12, Article V of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

- AND -

**Denial – Stormwater Management Plan**

In the matter of Interior Environments Parking Expansion, JSP18-51, motion to **deny** the Stormwater Management Plan ... *(because the plan is not in compliance with Chapter 11 of the Code of Ordinances and all other applicable provisions of the Ordinance.)*

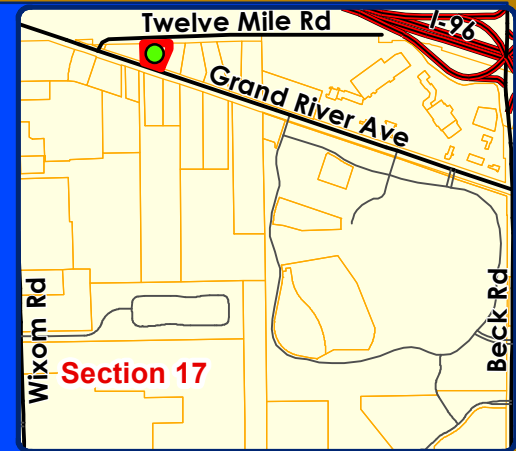
MAPS  
Location  
Zoning  
Future Land Use  
Natural Features

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# INTERIOR ENVIRONMENTS PARKING LOT: JSP 18-51

## LOCATION



### LEGEND

 Subject Property



## City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

Map Author: Lindsay Bell  
Date: 2/22/19  
Project: INTERIOR ENV JSP18-51  
Version #: 1

0 35 70 140 210 Feet

1 inch = 167 feet



### MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



# INTERIOR ENVIRONMENTS PARKING LOT: JSP 18-51

## FUTURE LAND USE

City of  
Wixom

Twelve-Mile-Rd

Subject  
Property

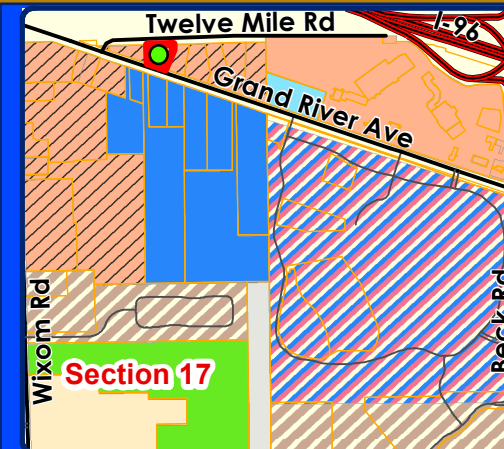
COMMUNITY  
COMMERCIAL

Grand-River-Ave

COMMUNITY  
COMMERCIAL

OFFICE  
RD TECH

OFFICE  
RD TECH



### LEGEND

- Multiple Family
- Suburban Low-Rise
- Office Research Development Technology
- Office Commercial
- Local Commercial
- Community Commercial
- Educational Facility
- Public
- Public Park
- Private Park
- Utility
- Subject Property



City of Novi

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City Hall / Civic Center  
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# INTERIOR ENVIRONMENTS PARKING LOT: JSP 18-51

## ZONING

City of  
Wixom

Twelve-Mile-Rd

Subject  
Property

B-3

Grand-River-Ave

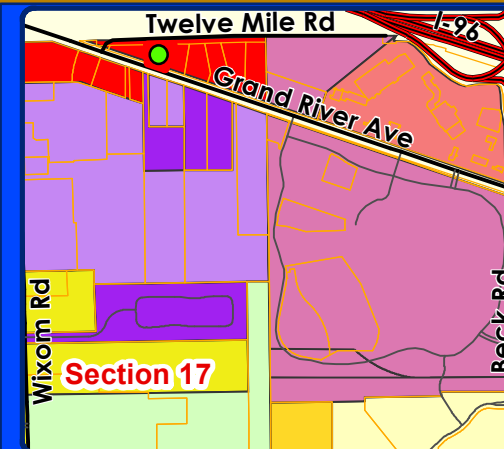
B-3

I-1

I-2

I-1

I-2



### LEGEND

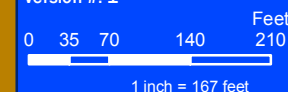
- R-A: Residential Acreage
- R-1: One-Family Residential District
- R-3: One-Family Residential District
- RM-1: Low-Density Multiple Family
- RM-2: High-Density Multiple Family
- B-2: Community Business District
- B-3: General Business District
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- Subject Property



City of Novi

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# INTERIOR ENVIRONMENTS PARKING LOT: JSP 18-51

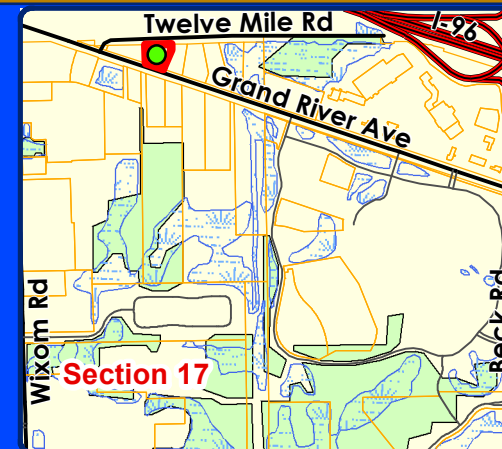
## NATURAL FEATURES

City of  
Wixom

Twelve-Mile-Rd

Subject  
Property

Grand-River-Ave



### LEGEND

- WETLANDS
- WOODLANDS
- Subject Property



### City of Novi

Dept. of Community Development  
City Hall / Civic Center  
45175 W Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

Map Author: Lindsay Bell  
Date: 2/22/19  
Project: INTERIOR ENV JSP18-51  
Version #: 1

0 20 40 80 120  
Feet

1 inch = 100 feet

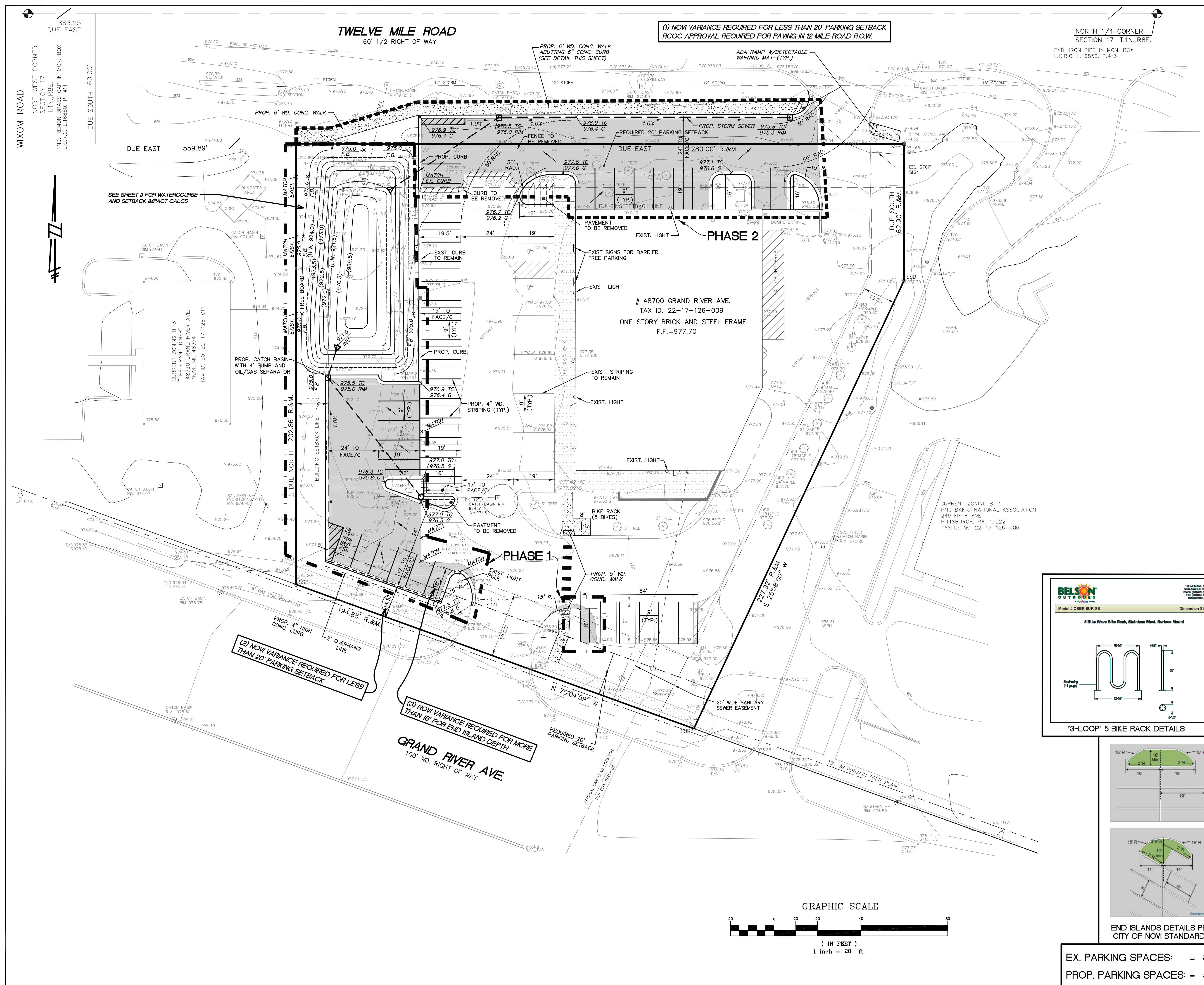


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SITE PLAN

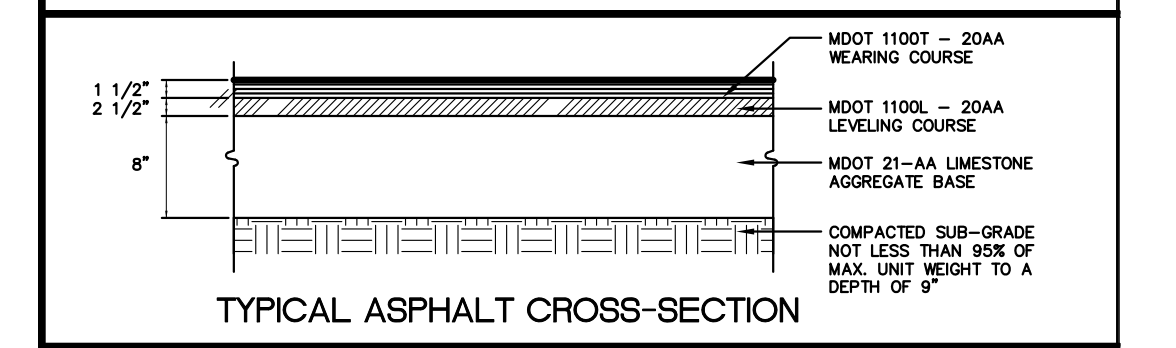
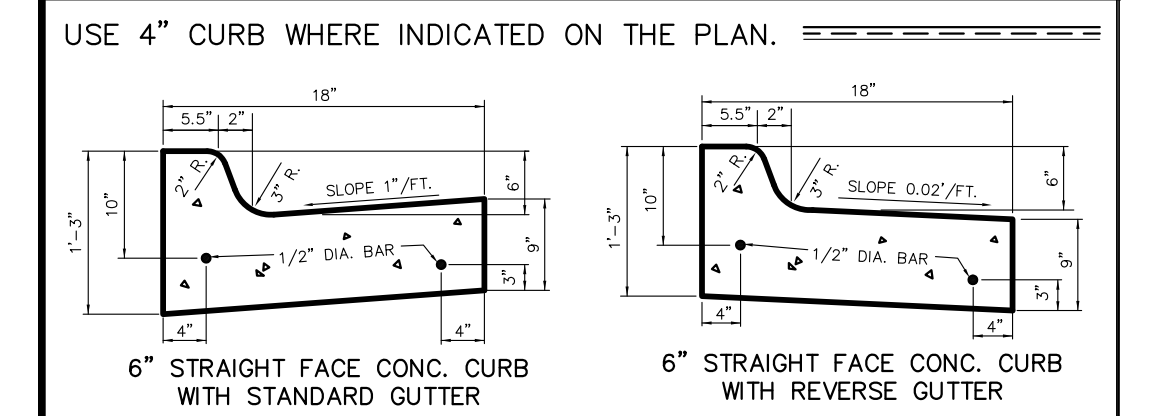
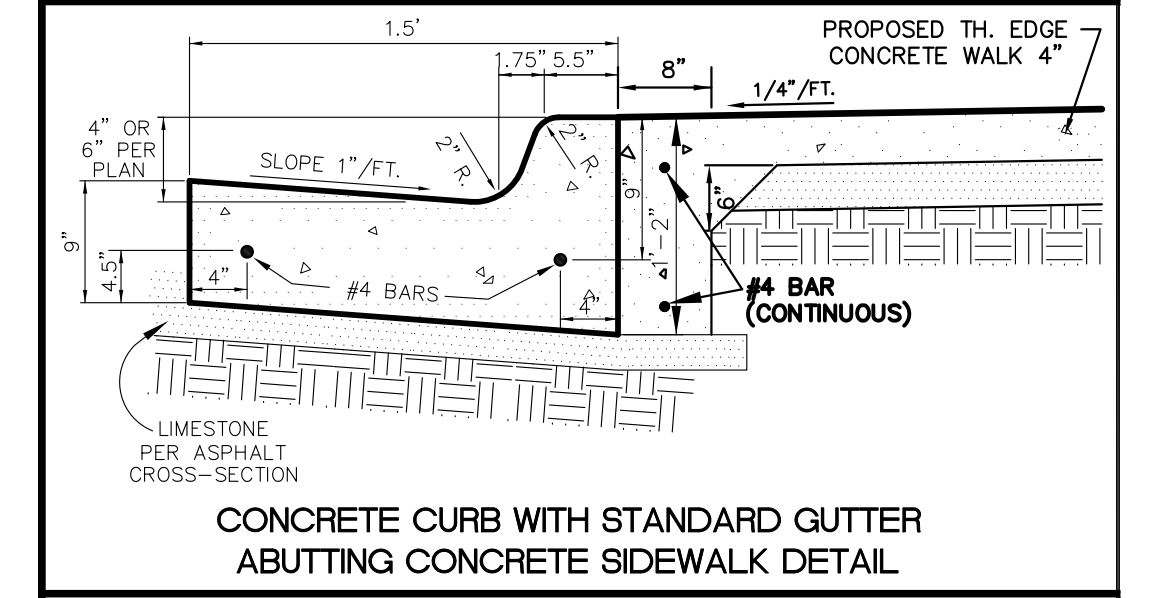
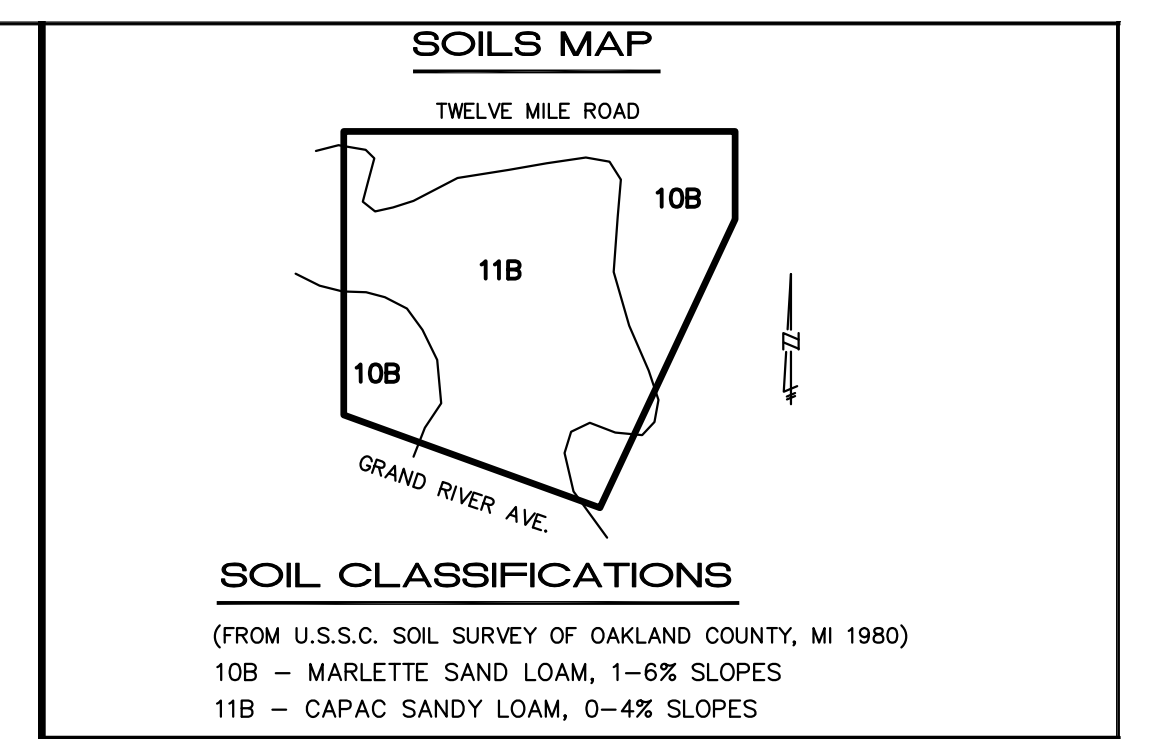




(1) NOW VARIANCE REQUIRED FOR LESS THAN 20' PARKING SETBACK  
 RCOC APPROVAL REQUIRED FOR PAVING IN 12 MILE ROAD R.O.W.

(2) NOW VARIANCE REQUIRED FOR LESS THAN 20' PARKING SETBACK

(3) NOW VARIANCE REQUIRED FOR MORE THAN 16' FOR END ISLAND DEPTH



LEGEND	
	EXISTING PAVEMENT (ASPHALT)
	PROPOSED CONCRETE CURB (6")
	MOOT B2 CURB (STANDARD GUT.)
	MOOT B2 CURB (REVERSE GUT.)
	STORM SEWER
	SANITARY SEWER
	WATER MAIN
	MANHOLE
	CATCH BASIN W/ SEDIMENT FILTER
	END SECTION W/ CONC. RIP-RAP GATE VALVE
	HYDRANT
	WETLANDS
	WETLAND BUFFER
	CONTOURS
	SPOT ELEVATION
	TRAFFIC ARROWS
	SILT FENCE
	TREE FENCE
	STREET LIGHT
	GARBAGE RECEPTACLE

- PROPOSED VARIANCE**
- ZONING VARIANCE FOR PARKING SETBACK ALONG 12 MILE ROAD:  
 REQUIRED= 20'  
 PROPOSED= 0'
  - ZONING VARIANCE FOR PARKING SETBACK ALONG GRAND RIVER AVE.:  
 REQUIRED= 20'  
 PROPOSED= 14.5'
  - ZONING VARIANCE FOR END ISLAND DEPTH AS NOTED ON THE PLAN:  
 REQUIRED= 16'  
 PROPOSED= 17.5'

**INTERIOR ENVIRONMENTS**  
 PART OF THE NORTHWEST 1/4 SECTION 17, TOWN 1 NORTH, RANGE 8 EAST CITY OF NOVI, OAKLAND COUNTY, MICHIGAN

REVISIONS		UTILITY WARNING
NO.	ITEM	DATE
1.	PER PRE APP REVIEW	12-17-18

DATE: 8-13-18 DESIGNED BY: A.A. CHECKED BY: P.K.

**811** Know what's below. Call before you dig.

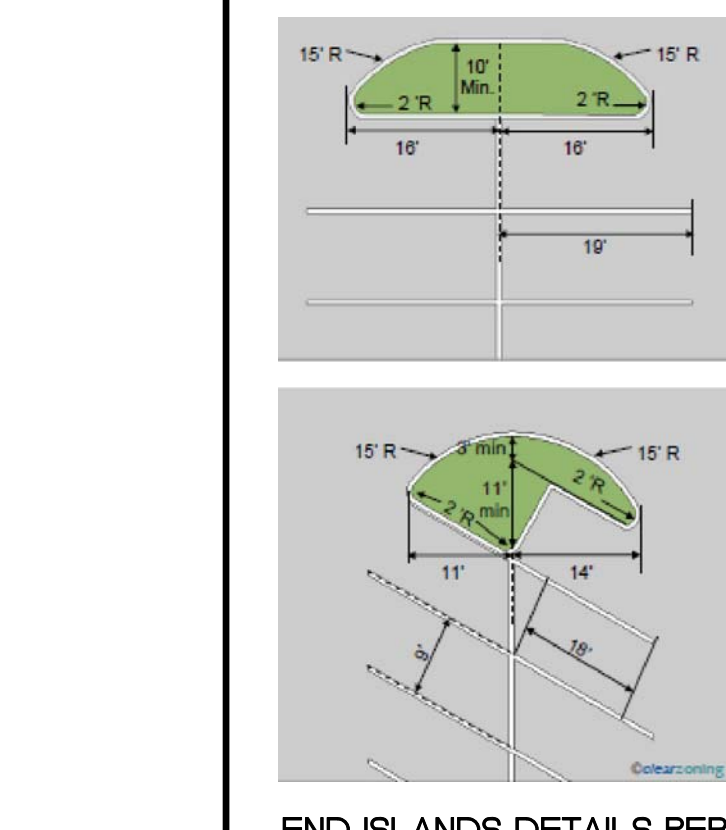
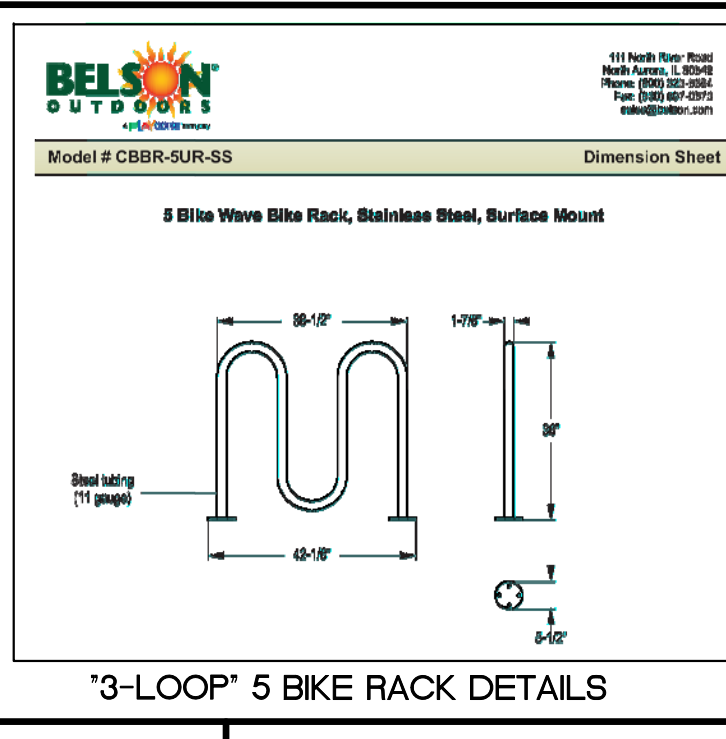
THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF AND/OR RELOCATION OF ALL UTILITIES THAT MAY INTERFERE WITH CONSTRUCTION.

JOB NUMBER: 13-004

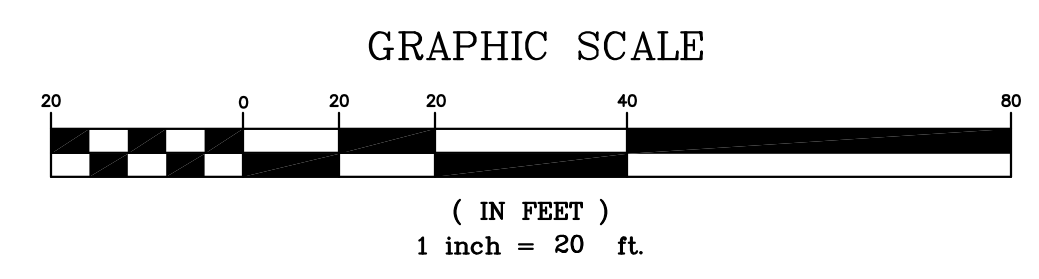
**SITE PLAN**

**SEIBER, KEAST ENGINEERING, L.L.C.**  
 CONSULTING ENGINEERS  
 100 MAINCENTRE • SUITE 10 • NORTHVILLE, MI • 48167  
 PHONE: 248.308.8331

**SHEET 2**



EX. PARKING SPACES: = 39  
 PROP. PARKING SPACES: = 59









## PLANNING REVIEW

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# PLAN REVIEW CENTER REPORT

January 25, 2019

## Planning Review

Interior Environments Parking Expansion

JSP 18-51

### PETITIONER

Interior Environments

### REVIEW TYPE

Preliminary Site Plan

### PROPERTY CHARACTERISTICS

- Site Location: Section 17; North of Grand River Avenue and East of Wixom Road
- Site School District: South Lyon Community School District
- Site Zoning: B-3: General Business District
- Adjoining Zoning: West B-3: General Business  
East B-3: General Business  
North is in Wixom, Classified as B-3: General Business  
South I-1: Light Industrial
- Site Use(s): Interior Design Firm
- Adjoining Uses: West: Grand Diner; East: PNC Bank; North: Vehicle Dealership  
South: Granite Creations
- Site Size: 1.36 acres
- Building Size: 9,810 sq. ft.
- Plan Date: 12-17-2018

### PROJECT SUMMARY

The applicant is proposing to expand their parking lot from 39 spaces to 59 spaces and reconfigure the existing stormwater detention area.

### RECOMMENDATION

Approval of the ***Preliminary Site Plan is conditionally recommended. Engineering, Landscaping and Planning*** recommendations are conditioned on the applicant receiving the necessary approvals and waivers from various authorities noted in the review letters. The plan mostly conforms to the requirements of the Zoning Ordinance, with some modifications that could be made by the applicant in a revised Preliminary Site Plan submittal. **Planning Commission approval of the Preliminary Site Plan, Wetland Permit and Storm Water Management Plan is required.**

**After Planning Commission's approval, the plan would also require the applicant to seek certain deviations from the Zoning Board of Appeals.**

### ORDINANCE REQUIREMENTS

This project was reviewed for conformance with the Zoning Ordinance with respect to Article 3 (Zoning Districts), Article 4 (Use Standards), Article 5 (Site Standards), and any other applicable provisions of the Zoning Ordinance. Please see the attached charts for information pertaining to ordinance requirements. Items in **bold** below must be addressed and incorporated as part of the Final Site Plan submittal.

1. Parking Setbacks (Sec 3.1.23.D): The expansion to the parking lot would encroach 15 feet into the right-of-way (ROW) for Twelve Mile Road on the north side of the property, resulting in zero setback from the property line, and one parking space in the ROW. The applicant has provided an email from the Road Commission of Oakland County (RCOC) indicating the 15-foot encroachment into the ROW is acceptable. Parking is also proposed within the required parking setback on the south side adjacent to Grand River Avenue. **The required parking setback of both frontages is 20 feet, so the applicant must request variances from the Zoning Board of Appeals. Staff recommends the applicant remove the one parking space that falls within the right-of-way.**
2. End Islands (Sec. 5.3.12): Parking islands abutting traffic circulation aisles are generally required to be 3 feet shorter than the adjacent parking space. The applicant has indicated one end island on the western side of the south entrance needs to be 18 feet long to accommodate an existing light pole. **The applicant should request a variance from the Zoning Board of Appeals for this deviation.**
3. Barrier Free Parking: Two barrier-free parking spaces are existing/proposed on the site. For a parking lot with 51-75 parking spaces provided, a total of 3 barrier free parking spaces are required. **One additional barrier free space should be allocated to meet requirements.**
4. Parking Bays: One bay of parking is 19 spaces long, which exceeds the maximum of 15 allowed by the ordinance. **A Planning Commission waiver would be required if the parking bay is to remain as proposed.**
5. Bicycle Parking Lot Layout (Sec. 5.16.5.A): **A detail of the bicycle parking layout should be provided to verify compliance with the Zoning Ordinance.**
6. Phasing Plan: Two phases are indicated on the site plan. Phase 1 includes the new parking area on the southwest corner of the site, while Phase 2 includes the northern parking area. If Phase 1 is completed before phase 2, the drive aisle on the western side of the building would be longer than 150 feet and would require a T-turnaround be constructed to allow fire apparatus to turn around. **If the applicant intends to construct each phase separately, this design is not supported by staff. The applicant should clarify and provide a justification for the need for a phased development.**
7. Lighting Plan (Sec. 5.7.2.A): **Provide a lighting and photometric plan at the time of Final Site Plan submittal to verify new parking areas meet lighting standards.**

#### Other Reviews

- Engineering Review: **Conditional approval is recommended pending an official letter of approval from RCOC regarding the use of their right-of-way.** Additional comments to be addressed in the Final Site Plan submittal.
- Landscape Review: **Approval is not recommended due to the large number of landscape waivers required.** See letter for further details.
- Wetland Review: Approval is recommended with additional comments to be addressed in the final site plan submittal. See letter for further details.
- Traffic Review: Approval is recommended provided variances are granted and additional comments are addressed at the time of final site plan submittal. See letter for details.
- Fire Review: Approval is recommended.

### **NEXT STEP: SITE PLAN RESUBMITTAL OR PLANNING COMMISSION**

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All reviewers, except Landscaping, are recommending approval or conditional approval of the Preliminary Site Plan. Refer to letters for more details. Please advise as how the applicant would like to proceed. The plans may be revised to address the concerns outlined in the review letters, or move forward to go before the Planning Commission for public hearing. **To be placed on the Planning Commission agenda for February 13, 2019, let us know your intention no later than Tuesday, January 29.** Please provide via email the following **by 4pm on February 6, 2019:**

1. Original Site Plan submittal in PDF format (maximum of 10MB). **NO CHANGES MADE.**
2. A response letter addressing ALL the comments from ALL the review letters and **a request for waivers as you see fit.**

### **ZONING BOARD OF APPEALS MEETING**

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If the Planning Commission approves the site plan, the applicant should then seek Zoning Board of Appeals variance for the Dimensional Variances for items previously listed. The application can be found at this [link](#). Please contact Kate Oppermann at 248-347-0459 for meeting and deadline schedules.

### **FINAL SITE PLAN SUBMITTAL**

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After receiving Planning Commission's approval of the Preliminary Site Plan, and the Zoning Board of Appeals' action on your variance requests, please follow the [Final Site Plan Checklist](#) and submit for approval:

1. Six copies of Final Site Plan sets addressing all comments from Preliminary review,
2. Response letter addressing ALL the comments from ALL the review letters and **refer to sheet numbers where the change is reflected.**
3. [Final Site Plan Application](#)
4. [Final Site Plan Checklist](#)
5. Engineering Cost Estimate
6. Landscape Cost Estimate
7. [Other Agency Checklist](#)
8. [Non-Domestic User Survey](#) (Non-residential developments)
9. Legal Documents as required
10. Drafts of any legal documents (note that off-site easements need to be executed and any on-site easements need to be submitted in draft form before stamping sets will be stamped)

### **ELECTRONIC STAMPING SET SUBMITTAL AND RESPONSE LETTER**

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After receiving Final Site Plan approval, plans addressing the comments in all of the staff and consultant review letters should be submitted electronically for informal review and approval prior to printing Stamping Sets. A letter from either the applicant or the applicant's representative addressing comments in this and other review letters and associated charts is to be submitted with the electronic stamping set. This letter should address all comments in ALL letters and ALL charts and **refer to sheet numbers where the change is reflected.**

### **STAMPING SET APPROVAL**

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Stamping sets are still required for this project. After having received all of the review letters from City staff the applicant should make the appropriate changes on the plans and submit **9 size 24" x 36" copies with original signature and original seals on the cover sheet (subsequent pages may use electronic seal with signature)**, to the Community Development Department for final Stamping Set approval.

*If required, drafts for all legal documents with a legal transmittal are to be submitted along with stamping sets.*

## **SIGNAGE**

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Exterior Signage is not regulated by the Planning Division or Planning Commission. Sign permit applications that relate to construction of a new building or an addition to an existing building may be submitted, reviewed, and approved as part of a site plan application. Proposed signs shall be shown on the preliminary site plan. Alternatively, an applicant may choose to submit a sign application to the Building Official for administrative review. Following preliminary site plan approval, any application to amend a sign permit or for a new or additional sign shall be submitted to the Building Official. Please contact the Ordinance Division 248.735.5678 for information regarding sign permits.

## **PRE-CONSTRUCTION MEETING**

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Prior to the start of any work on the site, Pre-Construction (Pre-Con) meetings must be held with the applicant's contractor and the City's consulting engineer. Pre-Con meetings are generally held after Stamping Sets have been issued and prior to the start of any work on the site. There are a variety of requirements, fees, and permits that must be issued before a Pre-Con can be scheduled. If you have questions regarding the checklist or the Pre-Con itself, please contact Sarah Marchioni [248.347.0430 or [smarchioni@cityofnovi.org](mailto:smarchioni@cityofnovi.org)] in the Community Development Department.

## **CHAPTER 26.5**

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Chapter 26.5 of the City of Novi Code of Ordinances generally requires all projects be completed within two years of the issuance of any starting permit. Please contact Sarah Marchioni at 248-347-0430 for additional information on starting permits. The applicant should review and be aware of the requirements of Chapter 26.5 before starting construction.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.347.0484 or [lbell@cityofnovi.org](mailto:lbell@cityofnovi.org).



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Lindsay Bell – Planner



## PLANNING REVIEW CHART: B-3 General Business District

**Review Date:** January 14, 2019  
**Review Type:** Preliminary Site Plan  
**Project Name:** JSP18-51 Interior Environments Parking Expansion  
**Location:** 48700 Grand River Avenue; 22-17-126-009  
**Plan Date:** December 17, 2018  
**Prepared by:** Lindsay Bell, Planner  
**Contact:** **E-mail:** lbell@cityofnovi.org **Phone:** 248.347.0484

Items in **Bold** need to be addressed by the applicant prior to the approval of the Preliminary/Final Site Plan. Underlined items need to be addressed prior to the approval of the Stamping Sets

Item	Required Code	Proposed	Meets Code	Comments
<b>Zoning and Use Requirements</b>				
<b>Master Plan</b> <i>(adopted July 26, 2017)</i>	Community Commercial	No change	Yes	
<b>Area Study</b>	The site does not fall under any special category	NA	Yes	
<b>Zoning</b> <i>(Effective Dec. 25, 2013)</i>	B-3: General Business District	B-3	Yes	
<b>Uses Permitted</b> <i>(Sec 3.1.12.B &amp; C)</i>	Sec 3.1.12.B Principal Uses Permitted. Sec 3.1.12.C Special Land Uses	Office and showroom	Yes	No change in use proposed; expansion of parking lot and modification of storm water, landscaping
<b>Height, bulk, density and area limitations (Sec 3.1.12)</b>				
<b>Frontage on a Public Street.</b> <i>(Sec. 5.12)</i>	Frontage on a Public Street is required	Frontage on Grand River and 12 Mile	Yes	
<b>Minimum Zoning Lot Size</b> for each Unit in Ac <i>(Sec 3.6.2.D)</i>	Except where otherwise provided in this Ordinance, the minimum lot area and width, and the maximum percent of lot coverage shall be determined on the basis of off-street parking, loading, greenbelt screening, yard setback or usable open space	1.36 acres	Yes	
<b>Minimum Zoning Lot Size</b> for each Unit: Width in Feet			NA	
<b>Open Space Area</b>	----	---	---	---
<b>Maximum % of Lot</b>	<i>(Sec 3.6.2.D)</i>			

Item	Required Code	Proposed	Meets Code	Comments
<b>Area Covered</b> (By All Buildings)				
<b>Building Height</b> (Sec. 3.1.23.D)	30 ft.	No changes proposed	Yes	
<b>Building Setbacks</b> (Sec 3.1.23.D)				
Front (south)	30 ft.	No change proposed	Yes	
Side (east)	15 ft.		Yes	
Side (west)	15 ft.		Yes	
Rear (north)/ dual frontage	30 ft.		Yes	
<b>Parking Setback</b> (Sec 3.1.23.D)& Refer to applicable notes in Sec 3.6.2				
Front (south)	20ft.	14.5 ft	No	<b>*parking proposed in ROW on north side</b>  <b>ZBA variances and RCOC approval would be required</b>
Side (east)	10 ft.	17 ft	Yes	
Side (west)	10 ft.	16 ft	Yes	
Rear (north)/ dual frontage	20 ft.	0 ft.*	No	
<b>Note To District Standards</b> (Sec 3.6.2)				
Exterior Side Yard Abutting a Street (Sec 3.6.2.C)			NA	
Off-Street Parking in Front Yard (Sec 3.6.2.E)			NA	
Parking Setback from Residential District (Sec 3.6.2.L)	Wherever property directly abuts or is adjacent to residentially zoned property, the minimum parking setback shall be twenty (20) feet.	Not abutting a residential district	NA	
Wetland/Watercourse Setback (Sec 3.6.2.M)	Refer to Sec 3.6.2 for more details	Impacts to existing stormwater detention area	No	<b>Existing Stormwater pond is considered a watercourse – See ECT Review letter</b>
Parking setback screening (Sec 3.6.2.P)	Required parking setback area shall be landscaped per sec 5.5.3.	Landscape plan is provided	No	<b>See landscape review for detailed comments</b>
Modification of parking setback requirements (Sec 3.6.2.Q)	Refer to Sec 3.6.2 for more details		NA	

Item	Required Code	Proposed	Meets Code	Comments
<b>Parking, Loading, and Dumpster Requirements</b>				
<b>Number of Parking Spaces</b> <i>(Sec.5.2.12.E)</i>	Showroom: 1 space per 200 sq. ft.  2,260/100= 11 spaces  Office: 1 space per 222 sq. ft.  7,051/222 = 32 spaces  <b>- 43 spaces required</b>	59 spaces proposed	Yes	
<b>Parking Space Dimensions and Maneuvering Lanes</b> <i>(Sec. 5.3.2)</i>	- 90° Parking: 9 ft. x 19 ft. - 24 ft. two way drives - 9 ft. x 17 ft. parking spaces allowed along 7 ft. wide interior sidewalks as long as detail indicates a 4" curb at these locations and along landscaping	24' drive aisles  New 9' x 19' spaces proposed	Yes	
<b>Parking stall located adjacent to a parking lot entrance</b> (public or private) <i>(Sec. 5.3.13)</i>	- shall not be located closer than twenty-five (25) feet from the street right-of-way (ROW) line, street easement or sidewalk, whichever is closer	Parking spaces not within 25 feet of entrance	Yes	
<b>End Islands</b> <i>(Sec. 5.3.12)</i>	- End Islands with landscaping and raised curbs are required at the end of all parking bays that abut traffic circulation aisles. - The end islands shall generally be at least 8 feet wide, have an outside radius of 15 feet, and be constructed 3' shorter than the adjacent parking stall as illustrated in the Zoning Ordinance	End Islands are provided;  One end island W of south entrance is not 3' shorter than adj. parking space  New end island does not meet area requirements	<b>No</b>	<b>ZBA Variance will need to be requested for end island of 18'</b>
<b>Barrier Free Spaces</b> <i>Barrier Free Code</i>	3 barrier free parking spaces (for total 51-75) with 1 van barrier free parking space	2 van accessible space shown	<b>No</b>	<b>One additional BF space needed</b>

Item	Required Code	Proposed	Meets Code	Comments
<b>Barrier Free Space Dimensions</b> <i>Barrier Free Code</i>	<ul style="list-style-type: none"> <li>- 8' wide with an 8' wide access aisle for van accessible spaces</li> <li>- 5' wide with a 5' wide access aisle for regular accessible spaces</li> </ul>	8' wide with a 8' wide access aisle	Yes	
<b>Barrier Free Signs</b> <i>Barrier Free Code</i>	One sign for each accessible parking space.	Existing Signs indicated	Yes	
<b>Minimum number of Bicycle Parking</b> <i>(Sec. 5.16.1)</i>	Five (5) percent of required automobile parking, 2 spaces minimum For 43 spaces= 2 Bike spaces	5 bike parking spaces proposed	Yes	
<b>Bicycle Parking General requirements</b> <i>(Sec. 5.16)</i>	<ul style="list-style-type: none"> <li>- No farther than 120 ft. from the entrance being served</li> <li>- When 4 or more spaces are required for a building with multiple entrances, the spaces shall be provided in multiple locations</li> <li>- Spaces to be paved and the bike rack shall be inverted "U" design</li> <li>- Shall be accessible via 6 ft. paved sidewalk</li> </ul>	3-loop rack detail shown  Sidewalk appears to be 5'	Yes	
<b>Bicycle Parking Lot layout</b> <i>(Sec 5.16.6)</i>	Parking space width: 6 ft. One tier width: 10 ft. Two tier width: 16 ft. Maneuvering lane width: 4 ft. Parking space depth: 2 ft. single, 2 ½ ft. double	8' by 8' pad shown for 3-loop bike rack	Yes	<b>Provide detail of layout</b>
<b>Loading Spaces</b> <i>(Sec. 5.4.1)</i> Location of such facilities in a permitted side yard shall be subject to review and approval by the City	<ul style="list-style-type: none"> <li>- Loading, unloading space shall be provided in the rear yard at a ratio of ten (10) square feet for each front foot of building;</li> <li>- Except in the case of a double frontage lot, loading-unloading, as well as trash receptacles may be located in an interior side yard beyond the minimum side yard</li> </ul>	Existing loading area indicated along east side of building	N/A	



Item	Required Code	Proposed	Meets Code	Comments
	setback requirement of the district.			
<b>Dumpster</b> (Sec 4.19.2.F)	<ul style="list-style-type: none"> <li>- Located in rear yard or interior side yard in case of double frontage</li> <li>- Attached to the building or</li> <li>- No closer than 10 ft. from building if not attached</li> <li>- Not located in parking setback</li> <li>- If no setback, then it cannot be any closer than 10 ft, from property line.</li> <li>- Away from Barrier free Spaces</li> </ul>	Existing dumpster and enclosure to remain	N/A	
<b>Dumpster Enclosure</b> (Sec. 21-145. (c))	<ul style="list-style-type: none"> <li>- Screened from public view</li> <li>- A wall or fence 1 ft. higher than height of refuse bin</li> <li>- And no less than 5 ft. on three sides</li> <li>- Posts or bumpers to protect the screening</li> <li>- Hard surface pad.</li> <li>- Screening Materials: Masonry, wood or evergreen shrubbery</li> </ul>	Existing dumpster and enclosure to remain	N/A	
<b>Lighting and Other Equipment Requirements</b>				
<b>Exterior lighting</b> (Sec. 5.7)	Photometric plan and exterior lighting details needed at time of Final Site Plan submittal	Applicant indicates no new site lighting is proposed		<b>Lighting plan to be provided to demonstrate new parking area will be adequately lit to ordinance standards</b>
<b>Roof top equipment and wall mounted utility equipment</b> (Sec. 4.19.2.E.ii)	<ul style="list-style-type: none"> <li>- All roof top equipment must be screened and all wall mounted utility equipment must be enclosed and integrated into the design and color of the building</li> </ul>	No change is proposed to existing	NA	
<b>Roof top appurtenances screening</b>	Roof top appurtenances shall be screened in accordance with applicable facade regulations, and shall not be	No change is proposed to existing	NA	

Item	Required Code	Proposed	Meets Code	Comments
	visible from any street, road or adjacent property.			
<b>B-3 District Required Conditions (Sec 3.10.3)</b>				
<b>Outdoor Storage of above ground storage tanks (Sec 3.10.3)</b>	<ul style="list-style-type: none"> <li>- No truck well, loading dock, overhead door or other type of service bay door shall face a major thoroughfare, nor an abutting residential district.</li> <li>- Pedestrian exits or emergency doors are permitted on such building facades.</li> </ul>	No change is proposed to existing	NA	
<b>Sidewalk Requirements</b>				
<b>Article XI. Off-Road Non-Motorized Facilities</b>	A 6 foot sidewalk is required along collector and arterial roads	6' sidewalk proposed on 12 Mile and Grand River	Yes	
<b>Pedestrian Connectivity</b>	Assure safety and convenience of both vehicular and pedestrian traffic both within the site and in relation to access streets	5' sidewalk and crosswalk provided to building from Grand River	Yes	
<b>Building Code and other Design Standard Requirements</b>				
<b>Building Code</b>	Building exits must be connected to sidewalk system or parking lot.	All exits are connected to driveways and parking lot	Yes	
<b>Design and Construction Standards Manual</b>	Land description, Sidwell number (metes and bounds for acreage parcel, lot number(s), Liber, and page for subdivisions).	Provided	Yes	

Item	Required Code	Proposed	Meets Code	Comments
<b>General layout and dimension of proposed physical improvements</b>	Location of all existing and proposed buildings, proposed building heights, building layouts, (floor area in square feet), location of proposed parking and parking layout, streets and drives, and indicate square footage of pavement area (indicate public or private).	Some dimensions are missing	Yes	
<b>Economic Impact</b>	<ul style="list-style-type: none"> <li>- Total cost of the proposed building &amp; site improvements</li> <li>- Number of anticipated jobs created (during construction &amp; after building is occupied, if known)</li> </ul>		NA	
<b>Development/ Business Sign</b>	<ul style="list-style-type: none"> <li>- Signage if proposed requires a permit.</li> <li>- Exterior Signage is not regulated by the Planning Division or Planning Commission.</li> </ul>		NA	<u>For sign permit information contact Maureen Underhill 248-735-5602.</u>
<b>Project and Street naming</b>	Some projects may need approval from the Street and Project Naming Committee.		NA	
<b>Property Split</b>	All property splits and combination must be submitted to the Assessing Department for approval.		NA	
<b>Lighting and Photometric Plan (Sec. 5.7)</b>				
<b>Intent (Sec. 5.7.1)</b>	Establish appropriate minimum levels, prevent unnecessary glare, reduce spillover onto adjacent properties & reduce unnecessary transmission of light into the night sky			<u>A lighting and photometric plan is required for final site plan approval.</u>
<b>Lighting Plan (Sec. 5.7.A.1)</b>	Site plan showing location of all existing & proposed buildings, landscaping, streets, drives, parking areas			

Item	Required Code	Proposed	Meets Code	Comments
	& exterior lighting fixtures			
<b>Lighting Plan</b> (Sec.5.7.A.2)	Specifications for all proposed & existing lighting fixtures: <ul style="list-style-type: none"> <li>▪ Photometric data</li> <li>▪ Fixture height</li> <li>▪ Mounting &amp; design</li> <li>▪ Glare control devices</li> <li>▪ Type &amp; color rendition of lamps</li> <li>▪ Hours of operation</li> </ul> Photometric plan illustrating all light sources that impact the subject site, including spill-over information from neighboring properties			
<b>Required Conditions</b> (Sec. 5.7.3.A)	Height not to exceed maximum height of zoning district (or 25 ft. where adjacent to residential districts or uses			
<b>Required Conditions</b> (Sec. 5.7.3.B)	<ul style="list-style-type: none"> <li>▪ Electrical service to light fixtures shall be placed underground</li> <li>▪ Flashing light shall not be permitted</li> <li>▪ Only necessary lighting for security purposes &amp; limited operations shall be permitted after a site's hours of operation</li> </ul>			
<b>Required Conditions</b> (Sec.5.7.3.E)	Average light level of the surface being lit to the lowest light of the surface being lit shall not exceed 4:1			
<b>Required Conditions</b> (Sec. 5.7.3.F)	Use of true color rendering lamps such as metal halide is preferred over high & low pressure sodium lamps			
<b>Min. Illumination</b> (Sec. 5.7.3.k)	<ul style="list-style-type: none"> <li>▪ Parking areas: 0.2 min</li> <li>▪ Loading &amp; unloading areas: 0.4 min</li> <li>▪ Walkways: 0.2 min</li> <li>▪ Building entrances, frequent use: 1.0 min</li> </ul>			

Item	Required Code	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>▪ Building entrances, infrequent use: 0.2 min</li> </ul>			
<b>Max. Illumination adjacent to Non-Residential</b> <i>(Sec. 5.7.3.K)</i>	When site abuts a non-residential district, maximum illumination at the property line shall not exceed 1 foot candle			
<b>Cut off Angles</b> <i>(Sec. 5.7.3.L)</i>	<ul style="list-style-type: none"> <li>▪ All cut off angles of fixtures must be 90° when adjacent to residential districts</li> <li>▪ maximum illumination at the property line shall not exceed 0.5 foot candle</li> </ul>			

**NOTES:**

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. Please refer to those sections in Article 3, 4, and 5 of the zoning ordinance for further details.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Division with future submittals.

## ENGINEERING REVIEW

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# PLAN REVIEW CENTER REPORT

January 14, 2019

## Engineering Review

Interior Environments Parking Lot Expansion  
JSP18-51

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### Applicant

Interior Environments

### Review Type

Preliminary Site Plan

### Property Characteristics

- Site Location: North side of Grand River Avenue between 12 Mile Road and Beck
- Site Size: 1.31 Acres
- Plan Date: 12/12/2018
- Design Engineer: Patrick Keast

### Project Summary

- Expansion of the current parking lot along the north and west sides of the property to be completed in two phases.
- Additional storm water collection would be directed to an existing on-site detention basin. The existing basin would be modified to accommodate the additional parking area.

### Recommendation

Conditional approval of the Preliminary Site Plan and Preliminary Storm Water Management Plan is recommended. The recommendation depends on the Oakland County Road Commission producing a written letter of approval of the proposed parking lot encroaching on Oakland County's right-of-way on Twelve Mile Road.

**Comments:**

The Preliminary Site Plan meets the general requirements of the design and construction standards as set forth in Chapter 11 of the City of Novi Codified Ordinance, the Storm Water Management Ordinance and the Engineering Design Manual with the following items that must be addressed at the time of Final Site Plan submittal (further engineering detail will be required at the time of the final site plan submittal):

**Additional Comments (to be addressed upon Final Site Plan submittal):**

**General**

1. The City standard detail sheets are not required for the Final Site Plan submittal. They will be required with the Stamping Set submittal. They can be found on the City website ([www.cityofnovi.org/DesignManual](http://www.cityofnovi.org/DesignManual)).
2. Revise the plan set to reference at least one city established benchmark. An interactive map of the City's established survey benchmarks can be found under the 'Map Gallery' tab on [www.cityofnovi.org](http://www.cityofnovi.org).
3. Right-of-way permits will be required from the City of Novi and the Road Commission of Oakland County for work proposed in the 12 Mile Road right-of-way.
4. Provide a construction materials table on the Utility Plan listing the quantity and material type for each utility (water, sanitary and storm) being proposed.
5. Provide a note that compacted sand backfill shall be provided for all utilities within the influence of paved areas, and illustrate on the profiles.
6. Show locations of all light poles on the utility plan and indicate the typical foundation depth for the pole to verify that no conflicts with utilities will occur. Light poles in a utility easement will require a License Agreement.
7. Generally, all proposed trees shall remain outside the utility easements. Where proposed trees are required within a utility easement, the trees shall maintain a minimum 5-foot horizontal separation distance from any existing or proposed utility. All utilities shall be shown on the landscape plan, or other appropriate sheet, to confirm the separation distance.
8. Provide a traffic control sign table listing the quantities of each sign type proposed for the development. Provide a note along with the table stating all traffic signage will comply with the current MMUTCD standards.

**Storm Sewer**

9. A minimum cover depth of 3 feet shall be maintained over all storm sewers. Currently, it is unclear if the pipe sections meet this standard. Grades shall be elevated and minimum pipe slopes shall be used to maximize the cover depth. In situations where the minimum cover cannot be achieved, Class V pipe must be used with an absolute minimum cover depth of 2 feet. An explanation shall be provided where the cover depth cannot be provided.
10. Provide storm sewer profiles and illustrate all pipes intersecting storm structures.
11. Label the 10-year HGL on the storm sewer profiles, and ensure the HGL remains at least 1-foot below the rim of each structure.



12. Provide a schedule listing the casting type and other relevant information for each proposed storm structure on the utility plan.
13. Match the 0.80 diameter depth above invert for pipe size increases.

**Storm Water Management Plan**

14. The Storm Water Management Plan for this development shall be designed in accordance with the Storm Water Ordinance and Chapter 5 of the new Engineering Design Manual.
  - a. The outlet control structure shall be designed in accordance with Section 5.6.4.B of the Engineering Design Manual.
15. Provide release rate calculations for the three design storm events (first flush, bank full, 100-year).
16. An adequate maintenance access route to the basin outlet structure and any other pretreatment structures shall be provided (15 feet wide, maximum slope of 1V:5H, and able to withstand the passage of heavy equipment). Verify the access route does not conflict with proposed landscaping.
17. Provide a 5-foot wide stone bridge allowing direct access to the standpipe from the bank of the basin during high-water conditions (i.e. stone 6-inches above high water elevation). Provide a detail and/or note as necessary.
18. A 4-foot wide safety shelf is required one-foot below the permanent water surface elevation within the basin.
19. Provide a soil boring in the vicinity of the storm water basin to determine soil conditions and to establish the high water elevation of the groundwater table.

**Paving & Grading**

20. Specify the product proposed and provide a detail for the detectable warning surface for barrier free ramps. The product shall be the concrete-embedded detectable warning plates, or equal, and shall be approved by the Engineering Department. Stamped concrete will not be acceptable.
21. Provide a note on the Grading Plan stating the right-of-way pathway will match existing grades at both ends.
22. Provide at least 3-foot of buffer distance between the sidewalk and any fixed objects, including hydrants. Note on the plan any location where the 3-foot separation cannot be provided.
23. The end islands shall conform to the City standard island design, or variations of the standard design, while still conforming to the standards given in Section 2506 of Appendix A of the Zoning ordinance (i.e. 2' minor radius, 15' major radius, minimum 8' wide, 3' shorter than adjacent 19' stall).
24. Curbing and walks adjacent to the end of 17-foot stalls shall be reduced to 4-inches high, rather than the standard 6-inch height to be provided adjacent to 19-foot stalls. Provide additional details as appropriate.

**Soil Erosion and Sediment Control**

25. A SESC permit is required. A full review has not been completed at this time. The review checklist detailing all SESC requirements is attached to this letter.

An informal review will be completed with the Final Site Plan if SESC plans are included in the submittal.

**The following must be submitted at the time of Final Site Plan submittal:**

26. An itemized construction cost estimate must be submitted to the Community Development Department at the time of Final Site Plan submittal for the determination of plan review and construction inspection fees. This estimate should only include the civil site work and shall not include any costs associated with construction of the building or any demolition work. **The cost estimate must be itemized** for each utility (water, sanitary, storm sewer), on-site paving, right-of-way paving (including proposed right-of-way), grading, and the storm water basin (basin construction, control structure, pretreatment structure and restoration).
27. Draft copies of any off-site utility easements, a recent title search, and legal escrow funds must be submitted to the Community Development Department for review and approved by the Engineering Division and the City Attorney prior to getting executed.

**The following must be submitted at the time of Stamping Set submittal:**

28. A draft copy of the maintenance agreement for the storm water facilities, as outlined in the Storm Water Management Ordinance, must be submitted to the Community Development Department with the Final Site Plan. Once the form of the agreement is approved, this agreement must be approved by City Council and shall be recorded in the office of the Oakland County Register of Deeds.
29. Executed copies of any required off-site utility easements must be submitted to the Community Development Department.

**The following must be addressed prior to construction:**

30. A pre-construction meeting shall be required prior to the commencement of any site work. Please contact Sarah Marchioni in the Community Development Department to setup a meeting (248-347-0430).
31. A City of Novi Grading Permit will be required prior to any grading on the site. This permit will be issued at the pre-construction meeting (no application fee).
32. A Soil Erosion Control Permit must be obtained from the City of Novi. Contact Sarah Marchioni in the Community Development Department (248-347-0430) for forms and information.
33. A permit for work within the right-of-way of Twelve Mile must be obtained from the Road Commission for Oakland County (RCOC). Please contact the RCOC (248-858-4835) directly with any questions. The applicant must forward a copy of this permit to the City. Provide a note on the plans indicating that all work within the road right-of-way will be constructed in accordance with RCOC standards.

34. Construction Inspection Fees will be determined once the construction cost estimate is submitted and must be paid prior to the pre-construction meeting.
35. A storm water performance guarantee, equal to 1.2 times the amount required to complete storm water management and facilities (as specified in the Storm Water Management Ordinance) must be posted with Community Development.
36. A street sign financial guarantee in an amount to be determined (\$400 per traffic control sign proposed) must be posted with Community Development.

To the extent this review letter addresses items and requirements that require the approval of/or a permit from an agency or entity other than the City, this review shall not be considered an indication or statement that such approvals or permits will be issued.

Please contact Kate Richardson at (248) 347-0586 with any questions.



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Kate Richardson, EIT  
Plan Review Engineer

cc: George Melistas, Engineering  
Lindsay Bell, Community Development  
Tina Glenn, Treasurers  
Kristen Pace, Treasurers  
Ben Croy, Water and Sewer

# LANDSCAPE REVIEW

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# PLAN REVIEW CENTER REPORT

December 26, 2018

## Preliminary Site Plan - Landscaping

Interior Environments

### Review Type

Preliminary Site Plan Review

### Job #

JSP18-0051

### Property Characteristics

- Site Location: 48700 Grand River Avenue
- Site Acreage: 1.4 acres
- Site Zoning: B-3
- Adjacent Zoning: East, West: B-3, South: I-1, Grand River, North: City of Wixom Commercial
- Plan Date: 12/12/2018

### Ordinance Considerations

This project was reviewed for conformance with Chapter 37: Woodland Protection, Zoning Article 5.5 Landscape Standards, the Landscape Design Manual and any other applicable provisions of the Zoning Ordinance. Items in **bold** below must be addressed and incorporated as part of the revised Preliminary/Final Site Plan submittal. Please follow guidelines of the Zoning Ordinance and Landscape Design Guidelines. This review and the accompanying Landscape Chart are summaries and are not intended to substitute for any Ordinance.

### Recommendation

The project is **not recommended for approval, due to the large number of landscape waivers required, due primarily to the layout encroaching into the right-of-way of Twelve Mile Road and of the Grand River greenbelt.** If the Planning Commission and/or Zoning Board of Appeals approves the layout, then 4 of the unsupported waiver requests would be supported by staff. Four other waivers could be eliminated by following the recommendations below for parking lot landscaping. The remaining fixes can be taken care of in Final Site Plans.

### **LANDSCAPE WAIVERS REQUIRED:**

- No greenbelt provided along Twelve Mile Road. *Not supported by staff.*
- Less than required greenbelt depth provided along Grand River Ave. *Not supported by staff.*
- No greenbelt berms provided along Grand River and Twelve Mile road. *Supported by staff as acceptable substitutes are proposed.*
- No street trees provided along Grand River Ave. *Supported by staff due to conflict with existing utilities.*
- No street trees provided along Twelve Mile Road. *Not supported by staff.*
- No greenbelt subcanopy trees provided along Twelve Mile Road. *Supported by staff.*
- 4 fewer interior parking lot trees provided than required. *Not supported by staff.*
- Insufficient interior parking lot landscape area provided. *Not supported by staff.*
- Lack of endcap landscape tree for 1 bay. *Not supported by staff.*
- Parking bay greater than 15 spaces (21 spaces). *Not supported by staff.*

### Ordinance Considerations

Existing Soils (Preliminary Site Plan checklist #10, #17)

Provided.

Existing and proposed overhead and underground utilities, including hydrants.(LDM 2.e.(4))

1. Provided.
2. There are no overhead utility lines on the site.
3. **Please add all proposed light poles to the landscape plan.**

Existing Trees (Sec 37 Woodland Protection, Preliminary Site Plan checklist #17 and LDM 2.3 (2))

1. Provided.
2. **Please provide protective fencing for existing landscape island south of building.**
3. **All damaged or missing plant material on the site shall be replaced as part of this project.**

Adjacent to Residential - Buffer (Zoning Sec. 5.5.3.B.ii and iii)

Property is not adjacent to Residential.

Adjacent to Public Rights-of-Way – Berm (Wall) & Buffer (Zoning Sec. 5.5.3.B.ii and iii)

Twelve Mile Road

1. No greenbelt is provided. Part of the parking lot is within the right-of-way. *This requires a landscape waiver that is not supported by staff.*
2. No berm is provided. *This requires a landscape waiver which is supported by staff as there is not room for a berm, which should be provided in the greenbelt (outside of the right-of-way) in the right-of-way due to the drainage swale and the required sidewalk.*
3. All 5 required canopy trees are provided in the right-of-way. 4 of them can be double-counted as perimeter canopy trees.
4. Only 1 of the 7 required subcanopy trees is provided, near the detention pond. *As a hedge of arborvitae is proposed to substitute for those, to provide the screening that would have been provided by a hedge, this waiver is supported by staff.*

Grand River Avenue

1. Most sections of the greenbelt do not meet the minimum width of 25 feet. *This requires a landscape waiver that is not supported by staff.*
2. No berm is provided. *This requires a landscape waiver which is supported by staff as there is not room for the required berm height, due to the location of the sidewalk within the greenbelt instead of within the right-of-way. Also, a winterberry hedge is proposed to provide screening in place of the berm.*
3. All 4 required canopy/large evergreen trees are provided, as are all 7 required subcanopy trees. 3 of them can be double-counted as perimeter canopy trees.

Street Tree Requirements (Zoning Sec. 5.5.3.E.i.c and LDM 1.d.)

Twelve Mile Road

1. Based on the frontage, less the entry clear vision zone, 3 street trees are required but none are provided.
2. A landscape waiver is required for this deficiency.
3. **There is room for 2 street trees west of the 4 canopy trees. If they are added, the waiver for 1 tree can be supported.** *Currently it is not supported by staff.*

Grand River Avenue

4. Based on the frontage, less the clear vision zone, 3 street trees are required but none are provided.
5. *A landscape waiver is required for this deficiency, but it is supported by staff because there is insufficient room in the right-of-way to plant the trees.*

Parking Lot Landscaping (Zoning Sec. 5.5.3.C.)

1. Based on the vehicular use area, 2,319 sf of islands and 12 trees are required. 2,299 sf of islands and 8 trees are provided.

2. A landscape waiver is required for this deficiency. Currently the waiver is not supported by staff but some changes can be done to eliminate the need for this waiver.
3. If the sidewalk leading from Grand River to the building is moved to the east side of the east entry island, there would be room for a canopy tree to be planted west of the sidewalk, thus adding a required endcap island and tree, and adding an interior canopy tree.
4. The perimeter trees at the northeast and southeast corners of the detention pond can be counted as an interior tree, as can the tree on the west side of the north entry.
5. The bay of 21 spaces requires a landscape waiver as it is greater than 15 spaces. It has been extended, creating a greater variance from the ordinance than the existing 17 space bay already creates. *This waiver is not supported by staff.*
6. **An interior island should be added within the bay of 21 spaces to break it up into bays of less than 15 spaces each.**

Parking Lot Perimeter Canopy Trees (Zoning Sec. 5.5.3.C.(3) Chart footnote)

1. Based on the 786 of perimeter, at 1 tree per 35lf, 22 trees are required and 25 trees, including greenbelt trees along Grand River, are provided.
2. **Those 3 trees can be counted as perimeter trees to offset being re-classified as interior trees.**

Loading Zone screening (Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)

The existing loading zone on the site is acceptably screened from Grand River and Twelve Mile Road.

Building Foundation Landscape (Zoning Sec 5.5.3.D.)

As sufficient landscaping exists and is being maintained on the south side, and no changes to the building are proposed, the foundation landscaping is acceptable.

Plant List (LDM 2.h. and t.)

1. Provided.
2. **Please revise the plant list to use a species native to Michigan in place of *Clethra alnifolia*.**
3. **Please specify a variety of *Ilex verticillata* that will achieve a height of at least 3 feet.**

Planting Notations and Details (LDM)

1. Provided
2. **Please add notes stating that the *Ilex verticillata* hedge shall be maintained at a height of at least 3 feet, and that the *Thuja occidentalis* hedge shall be maintained at a height of at least 6 feet.**

Storm Basin Landscape (Zoning Sec 5.5.3.E.iv and LDM 1.d.(3))

1. Provided.
2. **Please substitute a species native to Michigan for *Clethra alnifolia*.**

Irrigation (LDM 1.a.(1)(e) and 2.s)

1. The proposed landscaping must be provided with sufficient water to become established and survive over the long term.
2. Please note how this will be accomplished if an irrigation plan is not provided.

Proposed topography. 2' contour minimum (LDM 2.e.(1))

Provided.

Snow Deposit (LDM.2.q.)

Provided.

Proposed trees to be saved (Sec 37 Woodland Protection 37-9, LDM 2.e.(1))

No woodlands trees are proposed to be removed.

Corner Clearance (Zoning Sec 5.9)

Provided.

If the applicant has any questions concerning the above review or the process in general, do not hesitate to contact me at 248.735.5621 or [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org).



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Rick Meader – Landscape Architect



## LANDSCAPE REVIEW SUMMARY CHART

**Review Date:** December 26, 2018  
**Project Name:** JSP18 – 0051: INTERIOR ENVIRONMENTS PARKING LOT EXPANSION  
**Plan Date:** December 12, 2018  
**Prepared by:** Rick Meader, Landscape Architect E-mail: [rmeader@cityofnovi.org](mailto:rmeader@cityofnovi.org);  
 Phone: (248) 735-5621

Items in **Bold** need to be addressed by the applicant before approval of the Preliminary Site Plan.  
Underlined items need to be addressed for Final Site Plan.

### LANDSCAPE WAIVERS REQUIRED:

- No greenbelt provided along Twelve Mile Road. *Not supported by staff.*
- Less than required greenbelt depth provided along Grand River Ave. *Not supported by staff.*
- No greenbelt berms provided along Grand River and Twelve Mile road. *Supported by staff.*
- No street trees provided along Grand River Ave. *Supported by staff due to conflict with existing utilities.*
- No street trees provided along Twelve Mile Road. *Not supported by staff.*
- 4 fewer interior parking lot trees provided than required. *Not supported by staff.*
- Insufficient interior parking lot landscape area provided. *Not supported by staff.*
- Lack of endcap landscape tree for 1 bay. *Not supported by staff.*
- Parking bay greater than 15 spaces. *Not supported by staff.*

Item	Required	Proposed	Meets Code	Comments
<b>Landscape Plan Requirements (LDM (2))</b>				
<b>Landscape Plan</b> (Zoning Sec 5.5.2, LDM 2.e.)	<ul style="list-style-type: none"> <li>▪ New commercial or residential developments</li> <li>▪ Addition to existing building greater than 25% increase in overall footage or 400 SF whichever is less.</li> <li>▪ 1"=20' minimum with proper North. Variations from this scale can be approved by LA</li> <li>▪ Consistent with plans throughout set</li> </ul>	Scale 1"=30'	Yes	
<b>Project Information</b> (LDM 2.d.)	Name and Address	Yes	Yes	
<b>Owner/Developer Contact Information</b> (LDM 2.a.)	Name, address and telephone number of the owner and developer or association	Yes	Yes	
<b>Landscape Architect contact information</b> (LDM 2.b.)	Name, Address and telephone number of RLA/LLA	Yes	Yes	
<b>Sealed by LA.</b> (LDM 2.g.)	Requires original signature	Yes	Yes	<u>Need for Final Site Plans</u>

Item	Required	Proposed	Meets Code	Comments
<b>Miss Dig Note</b> (800) 482-7171 (LDM.3.a.(8))	Show on all plan sheets	Yes	Yes	
<b>Zoning</b> (LDM 2.f.)	Include all adjacent zoning	<b>Shown on Sheet 2</b> <u>Parcel:</u> B-3 <u>East, West:</u> B-3 <u>South:</u> Grand River/I-1 <u>North:</u> Wixom Commercial	Yes	
<b>Survey information</b> (LDM 2.c.)	<ul style="list-style-type: none"> <li>Legal description or boundary line survey</li> <li>Existing topography</li> </ul>	<ul style="list-style-type: none"> <li>Legal description on cover sheet</li> <li>Existing conditions on Sheet 2</li> </ul>	Yes	
<b>Existing plant material</b> <b>Existing woodlands or wetlands</b> (LDM 2.e.(2))	<ul style="list-style-type: none"> <li>Show location type and size. Label to be saved or removed.</li> <li>Plan shall state if none exists.</li> </ul>	<ul style="list-style-type: none"> <li>Some existing trees shown on Sheet 2.</li> <li>Removals indicated on Sheet L-1.</li> </ul>	Yes	
<b>Soil types</b> (LDM.2.r.)	<ul style="list-style-type: none"> <li>As determined by Soils survey of Oakland county</li> <li>Show types, boundaries</li> </ul>	Sheet 2	Yes	
<b>Existing and proposed improvements</b> (LDM 2.e.(4))	Existing and proposed buildings, easements, parking spaces, vehicular use areas, and R.O.W	Yes	Yes	
<b>Existing and proposed utilities</b> (LDM 2.e.(4))	<ul style="list-style-type: none"> <li>Overhead and underground utilities, including hydrants</li> <li>Show all existing and proposed light posts</li> </ul>	Yes	Yes	<b>Please show all light posts on landscape plan to avoid conflicts in the field.</b>
<b>Proposed grading. 2' contour minimum</b> (LDM 2.e.(1))	Provide proposed contours at 2' interval	Proposed detention basin and existing site contours are provided on Landscape Plan.	Yes	
<b>Snow deposit</b> (LDM.2.q.)	Show snow deposit areas on plan	Yes	Yes	
<b>LANDSCAPING REQUIREMENTS</b>				
<b>Parking Area Landscape Requirements LDM 1.c. &amp; Calculations (LDM 2.o.)</b>				
<b>General requirements</b> (LDM 1.c)	<ul style="list-style-type: none"> <li>Clear sight distance within parking islands</li> <li>No evergreen trees</li> </ul>	RCOC Clear zone shown for Twelve Mile Road & Grand River	Yes	
<b>Name, type and</b>	As proposed on planting	Seed and sod are	Yes	<b>Please indicate on plan</b>

Item	Required	Proposed	Meets Code	Comments
<b>number of ground cover (LDM 1.c.(5))</b>	islands	indicated on plant list.		<b>where each cover will be.</b>
<b>General (Zoning Sec 5.5.3.C.ii)</b>				
<b>Parking lot Islands (a, b. i)</b>	<ul style="list-style-type: none"> <li>▪ A minimum of 200 SF to qualify</li> <li>▪ A minimum of 200sf unpaved area per tree planted in an island</li> <li>▪ 6" curbs</li> <li>▪ Islands minimum width 10' BOC to BOC</li> </ul>	Areas of islands counting toward requirements are provided.	Yes	
<b>Curbs and Parking stall reduction (c)</b>	Parking stall can be reduced to 17' and the curb to 4" adjacent to a sidewalk of minimum 7 ft.	Only existing bay near Grand River could be shortened to 17 feet.	Yes	
<b>Contiguous space limit (i)</b>	Maximum of 15 contiguous spaces	<ul style="list-style-type: none"> <li>▪ 21 is maximum bay length</li> <li>▪ Existing 17 space bay is being extended to 21 spaces.</li> </ul>	No	<ol style="list-style-type: none"> <li>1. Endcap islands and islands used to break up bays must be landscaped with a deciduous canopy tree.</li> <li>2. <b>A landscape waiver is required to have bays greater than 15 spaces.</b> <i>Extending the existing nonconformity requires a waiver that is not supported by staff.</i></li> <li>3. <b>Please add an interior island with a tree and to break up the long bay.</b></li> <li>4. <b>Please shift sidewalk from Grand River to east side of island to allow planting of tree west of the sidewalk.</b></li> </ol>
<b>Plantings around Fire Hydrant (d)</b>	No plantings with matured height greater than 12' within 10 ft. of fire hydrants or utility structures, or 5 feet from underground utility lines.	Yes	Yes	
<b>Landscaped area (g)</b>	Areas not dedicated to parking use or driveways exceeding 100 sq. ft. shall be landscaped	Yes	Yes	

Item	Required	Proposed	Meets Code	Comments
<b>Clear Zones</b> (LDM 2.3.(5))	25 ft corner clearance required. Refer to Zoning Section 5.5.9	RCOC Clear Vision zones are provided.	Yes	If RCOC does not allow some or all of the Road street trees, the disallowed trees do not need to be planted, but documentation of that ruling must be provided.
<b>Category 1: For OS-1, OS-2, OSC, OST, B-1, B-2, B-3, NCC, EXPO, FS, TC, TC-1, RC, Special Land Use or non-residential use in any R district (Zoning Sec 5.5.3.C.iii)</b>				
A = Total square footage of vehicular use areas up to 50,000sf x 7.5%	<ul style="list-style-type: none"> <li>A = x sf * 7.5 % = A sf</li> <li>30,923 * 7.5% = 2319 sf</li> </ul>	2,299 sf	No	If the sidewalk in the island east of the Grand River Entry is moved to the east side of the island, and a canopy tree is planted in the island, the island's area can count toward the requirement so a waiver would not be required.
B = Total square footage of additional paved vehicular use areas (not including A or B) over 50,000 SF) x 1 %	<ul style="list-style-type: none"> <li>B = x sf * 1% = B sf</li> <li>(xxx – 50000) * 1% = xxx sf</li> <li>NA</li> </ul>	NA		
<b>Category 2: For: I-1 and I-2 (Zoning Sec 5.5.3.C.ii)</b>				
A. = Total square footage of vehicular use area up to 50,000 sf x 5%	A = x sf * 5% = A sf	NA		
B = Total square footage of additional paved vehicular use areas over 50,000 SF x 0.5%	B = 0.5% x 0 sf = B SF	NA		
<b>All Categories</b>				
C = A+B Total square footage of landscaped islands	2319 + 0 = 2,319 SF	2,299 sf	No	See above.
D = C/200 Number of canopy trees required	<ul style="list-style-type: none"> <li>2319/200 = 12 Trees</li> </ul>	8 trees	No	<p>Four additional trees can be counted as interior trees by doing the following:</p> <ol style="list-style-type: none"> <li>Shifting the sidewalk and planting a tree in the east Grand River entry island.</li> <li>Count the Per AK at the northeastern corner as an interior</li> </ol>

Item	Required	Proposed	Meets Code	Comments
				tree. <b>3. Count the Per TCs at the northeast and southeast corners of the detention pond as interior trees.</b> By doing the above and the suggestions below, the waiver for insufficient interior trees won't be required.
<b>Perimeter Green space</b>	<ul style="list-style-type: none"> <li>▪ 1 Canopy tree per 35 lf</li> <li>▪ 786lf/35 = 22 trees</li> </ul>	22 provided	Yes	<b>Along the Grand River Road parking lot frontage, one existing evergreen and the 2 new greenbelt canopy trees can also count as perimeter trees.</b>
<b>Accessway perimeter</b>	<ul style="list-style-type: none"> <li>▪ 1 canopy tree per 35 lf on each side of road, less widths of access drives.</li> <li>▪ xxx/35</li> </ul>	0	Yes	The access ways are short enough that no additional perimeter trees are required.
<b>Parking land banked</b>	▪ NA	None		
<b>Berms, Walls and ROW Planting Requirements</b>				
<b>Berms</b>				
<ul style="list-style-type: none"> <li>▪ All berms shall have a maximum slope of 33%. Gradual slopes are encouraged. Show 1ft. contours</li> <li>▪ Berm should be located on lot line except in conflict with utilities.</li> <li>▪ Berms should be constructed with 6" of top soil.</li> </ul>				
<b>Residential Adjacent to Non-residential (Sec 5.5.3.A) &amp; (LDM 1.a)</b>				
<b>Berm requirements (Zoning Sec 5.5.A)</b>	Site is not adjacent to residential so no berm is required for this requirement.	None		
<b>Planting requirements (LDM 1.a.)</b>	LDM Novi Street Tree List	NA		
<b>Adjacent to Public Rights-of-Way (Sec 5.5.B) and (LDM 1.b)</b>				
<b>Berm requirements (Zoning Sec 5.5.3.A.(5))</b>	Undulating berms a minimum of 3 feet high with a 3 foot wide crest is required for both road frontages except where no parking is adjacent to the road.	No berms are provided along either frontage	No	<b>1. To not provide the berms will require landscape waivers.</b> <b>2. As insufficient space is available on both frontages, due to the sidewalk along Grand River and the swale along 12 Mile Road, and as hedges have been proposed along both</b>

Item	Required	Proposed	Meets Code	Comments
				<i>frontages to screen headlights, the waiver requests are supported by staff.</i>
<b>Cross-Section of Berms (LDM 2.j)</b>				
Slope, height and width	<ul style="list-style-type: none"> <li>▪ Label contour lines</li> <li>▪ Maximum 33%</li> <li>▪ Min. 3 feet flat horizontal area</li> <li>▪ Minimum 3 feet high</li> <li>▪ Constructed of loam with 6' top layer of topsoil.</li> </ul>	None provided		
Type of Ground Cover		NA		
Setbacks from Utilities	Overhead utility lines and 15 ft. setback from edge of utility or 20 ft. setback from closest pole	The plan states that there are no overhead lines on the site.		
<b>Walls (LDM 2.k &amp; Zoning Sec 5.5.3.vi)</b>				
<b>Material, height and type of construction footing</b>	Freestanding walls should have brick or stone exterior with masonry or concrete interior	No walls are proposed.		
<b>Walls greater than 3 ½ ft. should be designed and sealed by an Engineer</b>		NA - No details provided		
<b>ROW Landscape Screening Requirements (Sec 5.5.3.B. ii)</b>				
<b>Greenbelt width (2)(3) (5)</b>	Adj to Parking: 20 ft. Not adj to Pkg: 25 ft	Twelve Mile Rd: 0 ft Grand River: 17-35 ft	No	<ol style="list-style-type: none"> <li>1. Most of frontage does not have sufficient greenbelt depth.</li> <li>2. <i>This deficiency requires a landscape waiver that is not supported by staff.</i></li> <li>3. <b>Please increase greenbelt depth to 20 feet on Grand River and create a 20' greenbelt along Twelve Mile Road.</b></li> </ol>
Min. berm crest width	Adj to Parking: 3 ft. Not adj to Pkg: 0 ft	No berms are proposed.	No	<ol style="list-style-type: none"> <li>1. <b>The lack of berms for parking lots adjacent to the right-of-way requires a landscape waiver.</b></li> </ol>

Item	Required	Proposed	Meets Code	Comments
				2. As hedges that will screen headlights from the parking lot are proposed, this waiver request, for both frontages, is supported by staff..
Minimum berm height (9)	Adj to Parking: 3 ft. Not adj to Pkg: 0 ft	No berms	No	See above
3' wall	(4)(7)	No		
<b>Canopy deciduous or large evergreen trees</b> Notes (1) (10)	<p><u>Twelve Mile Rd:</u>                      Parking bet bldg. &amp; road: 1 tree per 75 lf                      ▪ 85/75 = 1 tree                      Parking: 1 tree per 35 lf                      ▪ (181-85)/35 = 3 trees                      No Pkg: 1 per 60 ft                      ▪ 71/60 = 1 tree  <u>Grand River Ave:</u>                      Parking bet bldg. &amp; road: 1 tree per 75 lf                      ▪ 50/75 = 1 tree                      Parking: 1 tree per 35 lf                      ▪ (191-31-50)/35 = 3 trees</p>	<p><u>Twelve Mile Rd:</u>                      5 trees (4 are perimeter trees in ROW and 1 is near the detention pond.)  <u>Grand River Ave:</u>                      4 trees (2 existing evergreens and 2 new deciduous canopy trees)</p>	<p><u>Twelve Mile Rd:</u>                      Yes  <u>Grand River Ave:</u>                      Yes</p>	<p>1. Greenbelt canopy and evergreen trees within 15 feet of parking lot can be double-counted as perimeter trees.                      2. <b>The location of greenbelt canopy trees within the Twelve Mile Road right-of-way requires a landscape waiver that is not supported by staff.</b> <i>If the site layout is approved by the Planning Commission, then staff does not object to the greenbelt canopy/perimeter trees as proposed.</i></p>
<b>Sub-canopy deciduous trees</b> Notes (2)(3)(10)(18)	<p><u>Twelve Mile Rd:</u>                      Parking bet bldg. &amp; road: 1 tree per 40 lf                      ▪ 85/40 = 2 trees                      Parking: 1 tree per 20 lf                      ▪ (181-85)/20 = 5 trees                      No Pkg: 1 per 60 ft                      ▪ 71/40 = 2 trees  <u>Grand River Ave:</u>                      Parking bet bldg. &amp; road: 1 tree per 40 lf                      ▪ 50/40 = 1 tree                      Parking: 1 tree per 20 lf                      ▪ (191-31-50)/20 = 6 trees</p>	<p><u>Twelve Mile Rd:</u>                      ▪ 1 tree                      ▪ An arborvitae hedge is provided in ROW  <u>Grand River Ave:</u>                      ▪ 7 new trees</p>	<p><u>Twelve Mile Rd:</u>                      No  <u>Grand River Ave:</u>                      Yes</p>	<p>1. <b>The shortage of subcanopy trees along Twelve Mile Road requires a landscape waiver.</b>                      2. <b>The substitution of the required subcanopy trees along 12 Mile road for Techny arborvitae requires a landscape waiver.</b> <i>This is supported by staff if a note is added to the plans indicating that they are to maintained at a height of at least 6 feet.</i></p>
<b>Shrubs</b> 18)	Parking bet bldg. & road: 1 shrub per 20 lf	<u>Twelve Mile Road:</u> ▪ Hedge of 39	<u>Twelve Mile Rd:</u>	

Item	Required	Proposed	Meets Code	Comments
	<p><u>Twelve Mile:</u></p> <ul style="list-style-type: none"> <li>▪ 85/20 = 4 shrubs</li> </ul> <p><u>Grand River Ave:</u></p> <ul style="list-style-type: none"> <li>▪ 50/20 = 3 shrubs</li> </ul>	<p>arborvitaes</p> <p><u>Grand River:</u></p> <ul style="list-style-type: none"> <li>▪ Hedge of 38 winterberries</li> </ul>	<p>Yes</p> <p><u>Grand River Ave:</u></p> <p>Yes</p>	
<p>Canopy deciduous trees in area between sidewalk and curb  <i>(Novi Street Tree List)</i></p>	<p><b>Parking &amp; No Parking: 1 tree per 45 lf</b></p> <p><u>Twelve Mile Rd:</u></p> <ul style="list-style-type: none"> <li>▪ (275-120)/45 = 3 trees</li> </ul> <p><u>Grand River Ave:</u></p> <ul style="list-style-type: none"> <li>▪ (192-140)/45 = 1 tree</li> </ul>	<p><u>Twelve Mile Rd:</u></p> <p>0 trees</p> <p><u>Grand River Ave:</u></p> <p>0 trees</p>	<p>No</p>	<ol style="list-style-type: none"> <li>1. <b>Landscape waivers are required for both roads as no street trees are provided.</b></li> <li>2. <i>A landscape waiver for the Grand River Ave trees is supported by staff because there is not room for street trees between the sidewalk and the road.</i></li> <li>3. <b>Please add 2 street trees west of the line of 4 greenbelt trees along Twelve Mile Road to reduce the deficiency in trees provided.</b></li> <li>4. <i>If the layout is approved as shown on the plans, the landscape waiver for 1 tree would be supported by staff as there wouldn't be room for any more, and the 4 greenbelt/perimeter trees appear to be street trees.</i></li> <li>5. <b>If the RCOC does not allow any of the proposed trees, please provide us with documentation of their decision. Any trees they don't allow do not have to be planted at all.</b></li> </ol>
<p><b>Non-Residential Zoning Sec 5.5.3.E.iii &amp; LDM 1.d (2)</b>                  Refer to Planting in ROW, building foundation landscape, parking lot landscaping and LDM</p>				
<p><b>Interior Street to Industrial subdivision</b>  <i>(LDM 1.d.(2))</i></p>	<ul style="list-style-type: none"> <li>▪ 1 canopy deciduous or 1 large evergreen per 35 l.f. along ROW</li> </ul>	<p>NA</p>		



Item	Required	Proposed	Meets Code	Comments
	<ul style="list-style-type: none"> <li>▪ No evergreen trees closer than 20 ft.</li> <li>▪ 3 sub canopy trees per 40 l.f. of total linear frontage</li> <li>▪ Plant massing for 25% of ROW</li> </ul>			
<b>Screening of outdoor storage, loading/unloading</b> <i>(Zoning Sec. 3.14, 3.15, 4.55, 4.56, 5.5)</i>		No loading zone is indicated.	TBD	
<b>Transformers/Utility boxes</b> <i>(LDM 1.e from 1 through 5)</i>	<ul style="list-style-type: none"> <li>▪ A minimum of 2ft. separation between box and the plants</li> <li>▪ Ground cover below 4" is allowed up to pad.</li> <li>▪ No plant materials within 8 ft. from the doors</li> </ul>	Transformer on north side of building is screened on its north and west sides	No	<b>Please add screening to east side if possible.</b>
<b>Building Foundation Landscape Requirements (Sec 5.5.3.D)</b>				
<b>Interior site landscaping SF</b>	<ul style="list-style-type: none"> <li>▪ Equals to entire perimeter of the building x 8 with a minimum width of 4 ft.</li> <li>▪ A: 602 lf x 8ft = 4816 SF</li> </ul>	<ul style="list-style-type: none"> <li>▪ Foundation landscaping is only provided in large island south of building.</li> <li>▪ No changes to building are proposed so no new landscaping is required.</li> </ul>	Yes	<b>Please replace any missing plants from existing landscaping as part of this project.</b>
<i>Zoning Sec 5.5.3.D.ii. All items from (b) to (e)</i>	If visible from public street a minimum of 60% of the exterior building perimeter should be covered in green space	No changes to the building landscape are proposed aside from adding the walk from Grand River through the landscape island to the building.	Yes	
<b>Detention/Retention Basin Requirements (Sec. 5.5.3.E.iv)</b>				
<b>Planting requirements</b> <i>(Sec. 5.5.3.E.iv)</i>	<ul style="list-style-type: none"> <li>▪ Clusters shall cover 70-75% of the basin rim area</li> <li>▪ 10" to 14" tall grass along sides of basin</li> <li>▪ Refer to wetland for basin mix</li> </ul>	It appears that at least 70% of the basin rims will be landscaped with large native shrubs.		<b>Please use a species native to Michigan in place of <i>Clethra alnifolia</i>, which is not native to Michigan.</b>
<b>Phragmites Control</b> <i>(Sec 5.5.6.C)</i>	<ul style="list-style-type: none"> <li>▪ Any and all populations of</li> </ul>	A note indicates that the existing	No	<b>Please add a note stating that any</b>

Item	Required	Proposed	Meets Code	Comments
	Phragmites australis on site shall be included on tree survey. <ul style="list-style-type: none"> <li>Treat populations per MDEQ guidelines and requirements to eradicate the weed from the site.</li> </ul>	Phragmites will be removed through excavation.		<b>Phragmites sprouting in the detention basin in the two year maintenance period will be removed per approved MDEQ procedures.</b>
<b>LANDSCAPING NOTES, DETAILS AND GENERAL REQUIREMENTS</b>				
<b>Landscape Notes – Utilize City of Novi Standard Notes</b>				
<b>Installation date</b> <i>(LDM 2.l. &amp; Zoning Sec 5.5.5.B)</i>	Provide intended date	Between April and October, 2019.	Yes	
<b>Maintenance &amp; Statement of intent</b> <i>(LDM 2.m &amp; Zoning Sec 5.5.6)</i>	<ul style="list-style-type: none"> <li>Include statement of intent to install and guarantee all materials for 2 years.</li> <li>Include a minimum one cultivation in June, July and August for the 2-year warranty period.</li> </ul>	Yes	Yes	
<b>Plant source</b> <i>(LDM 2.n &amp; LDM 3.a.(2))</i>	Shall be northern nursery grown, No.1 grade.	Yes	Yes	
<b>Irrigation plan</b> <i>(LDM 2.s.)</i>	A fully automatic irrigation system or a method of providing sufficient water for plant establishment and survival is required on Final Site Plans.	No		<ol style="list-style-type: none"> <li><u>Please add irrigation plan or information as to how plants will be watered sufficiently for establishment and long- term survival.</u></li> <li><u>If xeriscaping is used, please provide information about plantings included.</u></li> </ol>
<b>Other information</b> <i>(LDM 2.u)</i>	Required by Planning Commission	NA		
<b>Establishment period</b> <i>(Zoning Sec 5.5.6.B)</i>	<b>2 yr. Guarantee</b>	Yes	Yes	
<b>Approval of substitutions.</b> <i>(Zoning Sec 5.5.5.E)</i>	City must approve any substitutions in writing prior to installation.	Yes	Yes	
<b>Plant List (LDM 2.h.) – Include all cost estimates</b>				
Quantities and sizes	Refer to LDM suggested plant list	Yes	Yes	
Root type		Yes	Yes	
Botanical and common names		Yes	Yes	<b>1. Please use a shrub species native to Michigan in place of</b>

Item	Required	Proposed	Meets Code	Comments
				Clethra alnifolia for the detention basin plants. 2. Please specify the variety of Ilex verticillata, and note that at least 1 male should be included in each hedge to promote berry production.
Type and amount of lawn		Yes	Yes	If all areas but pond will be sodded, please indicate that with a note.
Cost estimate (LDM 2.t)	For all new plantings, mulch and sod as listed on the plan	Yes	Yes	
<b>Planting Details/Info (LDM 2.i) – Utilize City of Novi Standard Details</b>				
Canopy Deciduous Tree	Refer to LDM for detail drawings	Yes	Yes	
Evergreen Tree		Yes	Yes	
Shrub		Yes	Yes	
Perennial/ Ground Cover		Yes	Yes	
Tree stakes and guys. (Wood stakes, fabric guys)		Yes	Yes	
Tree protection fencing	Located at Critical Root Zone (1' outside of dripline)	NA		Only existing trees to remain are not in the vicinity of ground disturbance.
<b>Other Plant Material Requirements (LDM 3)</b>				
<b>General Conditions (LDM 3.a)</b>	Plant materials shall not be planted within 4 ft. of property line	Yes	Yes	
<b>Plant Materials &amp; Existing Plant Material (LDM 3.b)</b>	Clearly show trees to be removed and trees to be saved.	Yes	Yes	
<b>Landscape tree credit (LDM3.b.(d))</b>	Substitutions to landscape standards for preserved canopy trees outside woodlands/ wetlands should be approved by LA. Refer to Landscape tree Credit Chart in LDM	No		
<b>Plant Sizes for ROW, Woodland</b>	2.5" canopy trees 6' evergreen trees		TBD	

Item	Required	Proposed	Meets Code	Comments
replacement and others (LDM 3.c)				
Plant size credit (LDM 3.c.(2))	NA	No		
Prohibited Plants (LDM 3.d)	No plants on City Invasive Species List	None proposed		
Recommended trees for planting under overhead utilities (LDM 3.e)	Label the distance from the overhead utilities	A note states that there are no overhead lines on the site.	Yes	
Collected or Transplanted trees (LDM 3.f)		No		
Nonliving Durable Material: Mulch (LDM 4)	<ul style="list-style-type: none"> <li>▪ Trees shall be mulched to 3" depth and shrubs, groundcovers to 2" depth</li> <li>▪ Specify natural color, finely shredded hardwood bark mulch. Include in cost estimate.</li> <li>▪ Refer to section for additional information</li> </ul>	Yes	Yes	

**NOTES:**

1. This table is a working summary chart and not intended to substitute for any Ordinance or City of Novi requirements or standards.
2. The section of the applicable ordinance or standard is indicated in parenthesis. For the landscape requirements, please see the Zoning Ordinance landscape section 5.5 and the Landscape Design Manual for the appropriate items under the applicable zoning classification.
3. Please include a written response to any points requiring clarification or for any corresponding site plan modifications to the City of Novi Planning Department with future submittals.

## WETLAND REVIEW

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ECT Project No. 190013-0100

January 9, 2019

Ms. Barbara McBeth, AICP  
City Planner  
Community Development Department  
City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375

Re: Interior Environments Parking Lot Expansion (JSP18-0051)  
Wetland Review of the Preliminary Site Plan (PSP18-0195)

Dear Ms. McBeth:

Environmental Consulting & Technology, Inc. (ECT) has reviewed the Preliminary Site Plan for the proposed Interior Environments Parking Lot Expansion project prepared by Seiber, Keast Engineering, L.L.C. dated December 12, 2018 and stamped "Received" by the City of Novi Community Development Department on December 17, 2018 (Plan). The Plan was reviewed for conformance with the City of Novi Wetland and Watercourse Protection Ordinance and the natural features setback provisions in the Zoning Ordinance. ECT completed a preliminary site inspection on January 8, 2019.

**ECT currently recommends approval of the Preliminary Site Plan for wetlands but recommends that the applicant address the items noted in the *Wetland Comments* Section of this letter prior to approval of the Final Site Plan and issuance of associated wetlands/watercourse permit and buffer authorization.**

Item	Required/Not Required/Not Applicable
Wetland/Watercourse Permit (specify Non-Minor or Minor)	Required (Minor)
Wetland Mitigation	Not Required
Wetland/Watercourse Buffer Authorization	Required
MDEQ Permit	Not Required
Wetland Conservation Easement	Not Required

The proposed project site is located north of Grand River Avenue and south of Twelve Mile Road and east of Wixom Road in Section 17. The Plan proposes two (2) phases of expanded parking areas; one on the north side of the existing building and one in the southwest portion of the site. The Plan also proposes modifications to the existing stormwater detention basin located on the west side of the site. The Plan notes that storm water shall be collected and delivered to the existing stormwater detention basin. The *Stormwater Management Plan* (Sheet 3) indicates that the existing stormwater detention basin will be modified and will be smaller in area but will be deeper in order to provide for the increase in stormwater runoff from the increase in impervious parking area.

2200 Commonwealth  
Blvd., Suite 300  
Ann Arbor, MI  
48105

(734)  
769-3004

FAX (734)  
769-3164

**Wetlands/Watercourses**

As noted above, the project site contains an existing stormwater detention basin on the west side of the site. Based on the City of Novi Wetlands and Watercourse Protection Ordinance (Article V, Division 1, Section 12-152. Definitions), a *Watercourse* shall mean:

*Any waterway, drainageway, drain, river, stream, lake, pond or **detention basin**, or any body of surface water having well-defined banks, whether continually or intermittently flowing.*

As such, under Section 12-171.a (*Use Permit*), it shall be unlawful for any person to conduct any activities within a watercourse or wetland location without first having obtained a use permit upon proper application. Specifically, activities requiring a use permit include but are not limited to the following:

- (1) **Depositing or permitting the depositing of any material including structures into, within or upon any watercourse or wetland;**
- (2) **Dredging, removing or permitting the dredging or removal of any material or minerals from a watercourse or wetland, including land balancing.**

Therefore, any proposed impact to the on-site watercourse (i.e., detention basin) will require a City of Novi *Wetland and Watercourse Permit* as well as an *Authorization to Encroach the 25-Foot Natural Features Setback* for any proposed impacts to the 25-foot wetland/watercourse buffers. This project will not likely require a Wetland Use Permit from the MDEQ because the existing on-site stormwater detention basin appears to have been previously constructed within an upland area for the purpose of stormwater management and is ultimately outside of the jurisdiction of the MDEQ.

It should be noted that the majority of the existing stormwater detention basin is currently occupied by growth of common reed (*Phragmites australis*). This invasive plant crowds out desirable plants and can become a maintenance nuisance by blocking stormwater inlets into the basin and clogging stormwater outlets. The applicant has stated that a note has been added to the Plan indicating that *Phragmites* will be removed from the existing basin by means of excavation. Some cattails (*Typha spp.*) are present in the northern end of the detention basin.

**Proposed Wetland/Watercourse Impacts**

The current site layout proposes to modify the size of the existing stormwater detention basin (i.e., watercourse). As noted above, this is detailed on the *Stormwater Management Plan* (Sheet 3). The proposed impacts to the existing stormwater detention basin (i.e., watercourse) are indicated on that sheet and are summarized below:

**Table 1. Proposed Wetland or Watercourse Impacts**

<b>Wetland/ Watercourse</b>	<b>Wetland/Wat ercourse Area (Square feet/Acres)</b>	<b>City Regulated?</b>	<b>MDEQ Regulated?</b>	<b>Impact Area (Square feet/Acres)</b>	<b>Estimated Impact Volume (cubic yards)</b>
A	6,428 sq.ft./0.15-acre	Yes City Regulated /Essential	No	2,658 sq.ft./0.06- acre	197 (fill)
<b>TOTAL</b>	<b>0.15-acre</b>	--	--	<b>0.05-acre</b>	<b>197</b>

In addition to the proposed watercourse impacts, the Plan proposes disturbance to 0.12-acre of on-site 25-foot watercourse buffer area. The impacts to the existing watercourse and 25-foot setback are for the purpose of constructing both Phase 1 and Phase 2 parking area improvements. The following table summarizes the impacts proposed to the existing watercourse setback as listed on the Plan:

**Table 2. Proposed 25-Foot Wetland/Watercourse Buffer Impacts**

<b>Wetland/Watercourse Buffer Impact Area</b>	<b>Wetland/Watercourse Buffer Area (acre)</b>	<b>Buffer Impact Area (Square feet/Acres)</b>	<b>Purpose</b>
A	Not Provided	5,394 Sq. Ft./0.12-acre	Phase 1 and Phase 2 Parking Area Expansions
<b>TOTAL</b>	<b>Not Provided</b>	<b>0.12-acre</b>	--

**Regulatory Status**

ECT has evaluated the on-site wetland/watercourse and believes that they are considered to be essential/regulated by the City of Novi as they meet one or more of the essentiality criteria (i.e., functions and values) outlined in the City of Novi Wetland and Watercourse Protection Ordinance but not regulated by the MDEQ. As noted above, this project will not likely require a Wetland Use Permit from the MDEQ because the existing on-site stormwater detention basin appears to have been previously constructed within an upland area for the purpose of stormwater management and is ultimately outside of the jurisdiction of the MDEQ.

**Wetland and Watercourse Comments**

ECT recommends that the Applicant address the items noted below in subsequent site plan submittals:

1. The Plans shall clearly indicate the existing area (square feet or acres) of the watercourse (i.e., stormwater detention basin) as well as the existing area of the 25-foot setback.
2. It appears as though a City of Novi *Wetland and Watercourse Permit* would be required for the proposed impacts to the on-site watercourse (i.e., stormwater detention basin). A City of Novi *Authorization to Encroach the 25-Foot Natural Features Setback* would be required for any proposed impacts to on-site 25-foot watercourse buffers.
3. Proposed snow deposit areas are indicated on the Landscape Plan (Sheet L-1). The applicant should ensure that the snow storage areas are located such that any runoff will not directly affect the existing basin.
4. The majority of the existing stormwater detention basin is currently occupied by growth of common reed (*Phragmites australis*). This invasive plant crowds out desirable plants and can become a maintenance nuisance by blocking stormwater inlets into the basin and clogging stormwater outlets. The applicant has stated that a note has been added to the Plan indicating that *Phragmites* will be removed from the existing basin by means of excavation.

ECT recommends that the applicant provide additional proposed restoration/site enhancement notes that address strategies to treat/remove *Phragmites* that become re-established following construction (i.e., whether monitoring or treatment of *Phragmites* is proposed following construction of the proposed basin). This information could include:



- Sequence of removal for invasive common reed (*Phragmites australis*) and or purple loosestrife (*Lythrum salicaria*), if applicable;
  - Identify what herbicide chemicals and application strategies will be used to treat invasive species of vegetation,
  - Description of chemical treatment schedule;
  - Description of proposed method for assessment of treatment effectiveness;
  - Description of follow-up treatments depending on assessment of treatment effectiveness;
5. ECT suggests that any proposed stormwater management plan be reviewed by the City of Novi Engineering Department to ensure that they meet the City of Novi design requirements.

**Recommendation**

ECT currently recommends approval of the Preliminary Site Plan for wetlands but recommends that the applicant address the items noted in the *Wetland Comments* Section of this letter prior to approval of the Final Site Plan and issuance of associated wetlands/watercourse permit and buffer authorization.

Respectfully submitted,

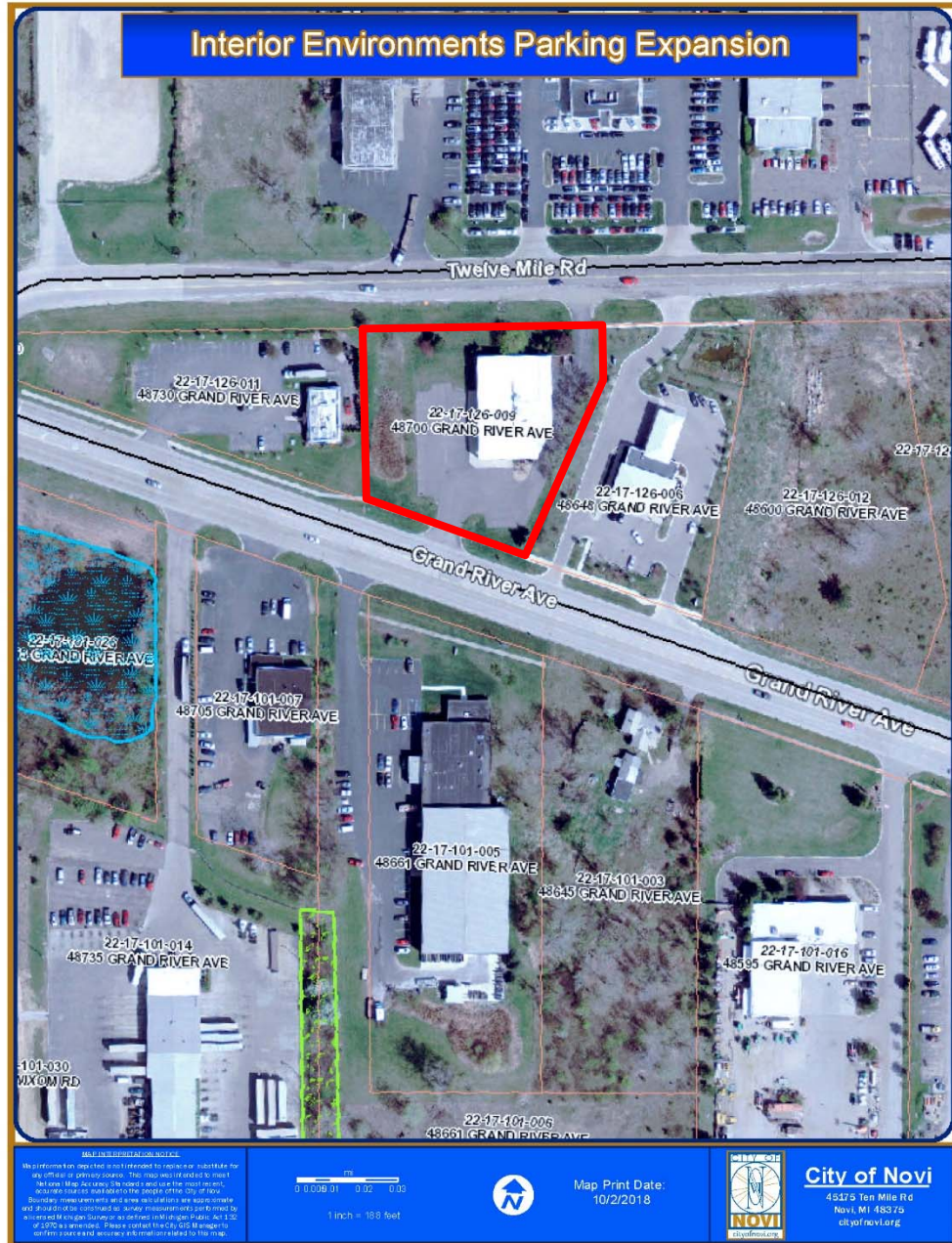
**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Pete Hill, P.E.  
Senior Associate Engineer

cc: Lindsay Bell, City of Novi Planner  
Sri Komaragiri, City of Novi Planner  
Rick Meader, City of Novi Landscape Architect  
Hannah Smith, City of Novi Planning Assistant

Attachments: Figure 1 – City of Novi Regulated Wetland and Woodland Map  
Site Photos



**Figure 1.** City of Novi Regulated Wetland & Woodland Map (approximate parcel boundary shown in red). Regulated Woodland areas are shown in green and Regulated Wetland areas are shown in blue.



*Site Photos*



**Photo 1.** Looking north at existing detention basin from south southwest side of site (ECT, January 8, 2019).



**Photo 2.** Looking southwest at the detention basin from near the north side of the site. Some cattails are located in the northern end of the basin (ECT, January 8, 2019).



**Photo 3.** Existing stormwater outlet structure located near the north end of the basin (ECT, January 8, 2019).



**Photo 4.** Looking south along the eastern edge of the existing basin (ECT, January 8, 2019).

## TRAFFIC REVIEW

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AECOM  
27777 Franklin Road  
Southfield  
MI, 48034  
USA  
aecom.com

**Project name:**  
JSP18-0051 IE Parking Expansion Preliminary  
Site Plan Traffic Review

**From:**  
AECOM

**Date:**  
January 15, 2019

**To:**  
Barbara McBeth, AICP  
City of Novi  
45175 10 Mile Road  
Novi, Michigan 48375

**CC:**  
Sri Komaragiri, Lindsay Bell, George Melistas, Darcy  
Rechtien, Hannah Smith, Kate Richardson

# Memo

**Subject:** JSP18-0051 IE Preliminary Site Plan Traffic Review

The preliminary site plan was reviewed to the level of detail provided and AECOM **recommends approval** for the applicant to move forward with the condition that the comments provided below are adequately addressed to the satisfaction of the City.

## GENERAL COMMENTS

1. The applicant, Interior Environments, is proposing a two-phase expansion to the existing Interior Environments parking lot located on the north side of Grand River Avenue, south of Twelve Mile Road.
2. Grand River Avenue and Twelve Mile Road are under the jurisdiction of the Road Commission for Oakland County (RCOC).
3. The site is currently zoned B-3, General Business.
4. Summary of traffic-related waivers/variances:
  - a. **The applicant has indicated that they are seeking a variance for the west entrance island depth due to a conflict with an existing light pole.**
  - b. **A variance will be required for phase 2 parking being located within the required 20' parking setback.**
  - c. **The applicant indicated they will be seeking a variance for a parking bay greater than 15 spaces without an island.**
  - d. The applicant has indicated that RCOC approval has been received to allow paving within the right-of-way.

## TRAFFIC IMPACTS

1. The proposed site modifications are not expected to produce an increase in the number of trips generated by the development.

## EXTERNAL SITE ACCESS AND OPERATIONS

*The following comments relate to the external interface between the proposed development and the surrounding roadway(s).*

1. The applicant is not proposing any modifications to the external site access points at this time.

## INTERNAL SITE OPERATIONS

The following comments relate to the on-site design and traffic flow operations.

1. General Traffic Flow
  - a. The applicant has generally indicated 24 foot aisles throughout the site, which meets the 24' minimum requirement.
  - b. The applicant should include dimensions for the radii and widths of the proposed raised and painted end islands throughout the site to review accessibility and compliance with City requirements as stated in Section 5.3.12 of the Zoning Ordinance.
    - i. Note that all end islands shall be constructed three (3) feet shorter than the adjacent parking space when abutting a maneuvering aisle.
      1. The applicant has indicated that they are seeking a variance for the west entrance island depth due to a conflict with an existing light pole.
    - ii. The end island width is required to be a minimum of 10'.
    - iii. The end island outside radii is required to be a minimum of 15'.
  - c. The applicant has not proposed any revisions to the existing trash receptacle and loading zone.
2. Parking Facilities
  - a. The applicant should refer to the Planning Review Letter for parking quantity requirements.
  - b. The existing western bay of parking is remaining at 19 parking spaces, however 3 spaces are being added to the north end of the bay and the remaining spaces are being restriped and shifted. The maximum allowable parking bay length is 15 consecutive parking spaces. The applicant indicated they will be seeking a variance for a parking bay greater than 15 spaces without an island.
  - c. The applicant has generally indicated 19 foot long parking spaces abutting six inch curbs, with a single bay of six (6) 17' parking spaces.
    - i. The four inch curb note should be pointing to the bay of six 17' parking spaces on sheet 2.
  - d. The applicant has proposed five (5) bicycle parking spaces.
    - i. A detail should be provided of the bicycle parking layout to ensure compliance with Section 5.16.6 of the City's Zoning Ordinance.
    - ii. Bicycle parking is required to be grade separated from the parking lot. The applicant should provide grading details for the area near the bicycle parking to show that there is a 6" curb between the parking lot and the bicycle parking.
3. Sidewalk Requirements
  - a. The applicant is proposing a 5' sidewalk connection between the existing sidewalk along Grand River Avenue and the building which is in compliance with City standards.
    - i. The applicant could consider adding a sidewalk along the north side of the building to allow better non-motorized access to the proposed row of parking.

## SIGNING AND STRIPING

1. All on-site signing and pavement markings shall be in compliance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The following is a discussion of the proposed signing and striping.
2. There are no permanent signs being proposed.
3. The applicant should provide notes and details related to proposed pavement markings.
  - a. Detail the pavement markings for hatched areas and crosswalks, including color, striping width, etc.
  - b. The applicant has indicated four (4) inch pavement markings for the parking spaces and should also indicate that the color should be white.

Should the City or applicant have questions regarding this review, they should contact AECOM for further clarification.

Memo

Sincerely,

**AECOM**

Handwritten signature of Patricia A. Thompson in black ink.

Patricia Thompson, EIT  
Traffic Engineer

Handwritten signature of Paula K. Johnson in blue ink.

Paula K. Johnson, PE  
Senior Traffic Engineer

Handwritten signature of Josh A. Bocks in black ink.

Josh A. Bocks, AICP, MBA  
Senior Transportation Planner/Project Manager



## FIRE REVIEW

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December 18, 2018

TO: Barbara McBeth- City Planner  
Sri Ravali Komaragiri- Plan Review Center  
Lindsay Bell-Plan Review Center  
Hannah Smith-Planning Assistant

RE: Interior Environments (IE) Parking lot Expansion

PSP# 18-0152

**PSP# 18-0195**

**Project Description:**

**Expand the parking lot for more parking spaces.**

**Comments:**

- **CORRECTED 12/18/18** - Turning radius from the existing parking lot to the Phase 2 parking lot doesn't meet city standards. (50' outside and 30' inside turning radius).
- **CORRECTED 12/18/18 – Exiting onto 12 Mile road is now available.** Phase 2 parking lot is greater than 150', MUST provide a turn around on the east end of the parking lot. IFC 503.2.5
- **CORRECTED ON RESPONSE LETTER FROM APPLICANT. NO BARRIERS ARE PROPOSED.** Between Phase 1 parking lot and existing parking lot MUST show detail if any barriers between the two parking areas.

**Recommendation:**

APPROVED at this time.

Sincerely,

Andrew Copeland – Acting Fire Marshal  
City of Novi Fire Department

cc: file

APPLICANT RESPONSE LETTERS

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